

Request to Donate Leave



Instructions: Read the instructions on the reverse. Complete the top portion of this form, sign it and forward the document to Human Resources. Please print.

Employee Donating Sick/Vacation Leave (Donor)

Name _____

Employee ID Number _____ Work Location _____ Work Phone _____

Assigned Hours Per Day _____ Job Title _____

I wish to donate to:

Recipient's Name _____

Recipient's Work Location _____

- OR -

District Shared Leave pool

Check here if recipient can be notified of your donation.

I agree to donate the following days:

Sick Leave

_____ Total days I wish to donate

Vacation Leave

_____ Total days I wish to donate

Signature _____ Date _____

Human Resources Department Use Only

Total number of hours donated during the last 12 months (not to exceed 6 sick leave days) _____

| | <u>Sick</u> | <u>Vacation</u> |
|--------------------------------------|-------------|-----------------|
| Beginning hours balance as of: _____ | _____ | _____ |
| Less hours transferred | _____ | _____ |
| Ending hours balance | _____ | _____ |

Required minimum balance of 22 sick leave days after transfer (min = hours/day _____ x 22 = _____)

Required minimum balance of 10 vacation days after transfer (min = hours/day _____ x 10 = _____)

Meets requirement: Yes No

Signature _____

Date _____

Spokane Public Schools
Request to Donate Leave

Please be sure to read all information below.

General requests for donation of sick leave or vacation leave:

1. Donated leave must be in full day increments.
2. Eligible employees may donate either to an individual or to the district wide pool.
3. Applications to donate leave which do not meet criteria herein will be returned unprocessed to the donor.
4. Applications to donate to specific individuals will not be processed unless the designated recipient is approved for leave sharing within 30 days.

An employee must meet the following criteria to be eligible to donate sick or vacation leave:

Sick Leave

You may donate sick leave under the following criteria:

1. You may not donate more the six days during each calendar year.
2. Your donation must not cause your sick leave balance to drop below 22 days.
3. Sick leave donations will reduce your sick leave balance eligibility for annual sick leave sellback.

Vacation

You may donate vacation under the following criteria:

1. You have a balance of more than 10 vacation days leave.
2. Your donation must not cause your vacation balance to drop below 10 days.
3. You may not donate excess vacation that you would otherwise lose because you are unable to use it due to a carryover requirement.