

Medford Area Public School District

Donating Sick Leave Form

Reference – Policy GBO – Donating Sick Leave

In the event an employee has exhausted all paid vacation, sick or personal leave prior to qualifying for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, other employees may donate sick leave days to said employee. The recipient of the donated sick leave will not exceed 45 days per year. The recipient of the donated sick leave days will be paid at his/her current rate of pay. Requests to receive donated sick leave days must be submitted in writing to the district administrator and sick leave days must be gathered by the said employee using district forms. Unused donated sick leave may be disbursed back to the employee at the discretion of the district administrator.

Complete the form and submit it to the Payroll Department.

Donating Employee's Name: (print)	School: Alt HS MASH MAMS MAES SES RVA
Voluntarily donates sick leave day(s) (number of days)	
Name of Recipient: (print)	
Donating Employee's Signature:	Date:

For Payroll Use Only

Date form received in payroll office: _____ Time: _____

Donating Sick Leave Approved

Donating Sick Leave Denied – Reason: _____

Date day(s) recorded in system for donating employee: _____

Date day(s) recorded in system for recipient: _____

Payroll Signature

Date

District Administrator

Date

cc: Donating Employee