

Medford Area Public School District

# Donating Sick Leave Form

## Reference – Policy GBO – Donating Sick Leave

Donated sick leave can be used if the following conditions are met:

- All paid vacation, sick or personal leave days have been exhausted.
- You do not qualify for long-term disability.
- You have a serious medical hardship as determined by a medical physician.

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. 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 their current rate of pay. 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