

## LEAVE SHARING REQUEST FORM

Name of employee donating leave: \_\_\_\_\_

Position: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Name of employee to receive donated leave: \_\_\_\_\_

*The following parameters are in accordance with Policy Procedure 5406P and associated state law.*

**A. Employees who accrue annual paid vacation leave days:** If you receive paid vacation (annual leave) and elect to transfer this annual leave to an eligible employee, please complete this section. **Note:** Your annual leave balance must not fall below ten (10) days after leave is deducted.

1. Your current annual leave balance (in hours) \_\_\_\_\_.
2. Number of annual leave hours to be donated to this recipient \_\_\_\_\_

You may also elect to donate sick leave hours to the eligible employee. If so, please complete this section. **Note:** Your sick leave balance must not fall below **176** hours, after donated hours are deducted.

1. Your current sick leave balance (in hours) \_\_\_\_\_.
2. Number of sick leave hours to be donated to this recipient \_\_\_\_\_

**B. Employees who do not accrue paid vacation leave:** You may donate paid sick leave provided your sick leave balance does not fall below 22 days of sick leave. (A 'day' is equivalent to the # of hours in your usual work day.)

1. Your current sick leave balance (in hours) \_\_\_\_\_
2. Number of sick leave hours to be donated to this employee \_\_\_\_\_

**C. Employees who receive paid holidays:** You may donate paid holiday leave time to this recipient. This will result in a pay deduction equivalent to the amount of time you donate. **Note:** Your holiday leave donation may not exceed the amount provided by the district in any calendar year.

1. Your current holiday leave balance (in hours) \_\_\_\_\_
2. Number of holiday leave hours to be transferred to this employee \_\_\_\_\_

Signature of Donating Employee: \_\_\_\_\_ Date \_\_\_\_\_

Review and approval by payroll clerk: \_\_\_\_\_ Date \_\_\_\_\_

Review and approval by Superintendent: \_\_\_\_\_ Date \_\_\_\_\_