



Leave Transfer Request & Authorization

Important Information

- Any employee eligible for leave benefits may donate a portion of their accrued sick, personal or vacation days to another employee eligible for leave benefits.
- An employee must exhaust accrued sick leave before using donated sick leave, and/or exhaust accrued vacation leave before using donated vacation leave.
- All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave.
- An employee may not donate sick leave unless they have at least twenty-two (22) days of accrued sick leave remaining after making the donation. An employee may not transfer annual leave that would result in an accrued annual leave balance of fewer than ten (10) days. Personal leave may be transferred to a maximum of no more than eight (8) hours per calendar year.
- Leave shall be calculated on a day-donated and day-received basis.
- Donated leave which remains unused shall be returned to the donor. Leave transferred by more than one staff member shall be returned on a pro-rata basis.
- Donated leave provisions are subject to RCW 41.04.665, Cle Elum-Roslyn School District board policies 5406 and 5406P, and any applicable collective bargaining agreements.
- For questions regarding donated leave, contact payroll at 509-649-4863 or robertsb@cersd.org.

To Be Completed by Donating Employee

Employee donating leave: _____ Position: _____

Donation Days/Hours (please specify): Vacation: _____ Sick: _____ Personal: _____

Employee receiving donated leave: _____

I understand that this will reduce my available accrued, unused paid sick leave balance by the hours indicated above and will be reflected in my monthly statement of paid sick leave.

Donor Employee's Signature

Date

The recipient may be notified of your donation. If you wish to remain anonymous, check here

To Be Completed by Payroll

Current Available Leave Hours: _____ Donated Leave Hours: _____

Remaining Leave Balance After Donation: _____ Date Processed: _____