

CLASSIFIED SICK LEAVE DONATION

Emergency, sick and/or bereavement leave will be 10 days per year cumulative to 80 days. Classified staff in USD 210 shall be allowed to transfer leave days to any classified employee who, due to illness or accident, has used all of his/her sick leave and personal leave days. No classified employee will be able to use more than 80 days of his/her own leave and/ or donate time. These transfers shall be made only on an "as needed" basis. The maximum an employee can donate per school year is ½ of their accumulated sick leave available July 1st of each year. The building administrator of the employee receiving the leave has the discretion to decline leave transfer if a pattern of abuse has been established by the recipient employee.

I would like to donate _____ sick leave days to _____.
(Please print name)

(Signature of person donating days)

(Date)

(Print name of signature above)

The above classified employee has agreed to donate _____ days to my sick leave days

(Signature of employee receiving days)

(Date)

(Print name of signature above)

Committee Vote

I, being the superintendent of the employee receiving the donated leave, approve/ decline the leave transfer.

(Signature)

(Date)

(Print name of signature above)