

CERTIFIED SICK LEAVE DONATION

Emergency, sick and/or bereavement leave will be 10 days per year cumulative to 83 days (this includes 3 personal days). Teachers in USD 210 shall be allowed to transfer leave days to any teacher who, due to illness or accident, has used all of his/her sick leave and personal leave days. No teacher will be able to use more than 83 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 the first day of the contract 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 teacher has agreed to donate _____ days to my sick leave days

(Signature of teacher receiving days)

(Date)

(Print name of signature above)

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

(Signature)

(Date)

(Print name of signature above)