NORTH FRANKLIN SCHOOL DISTRICT
EMPLOYEE LEAVE SHARING

LIMITATIONS:

DONATION OF SICK LEAVE WAC 392-126-085:

An employee may donate sick leave to specific individuals or pool using the following criteria:

1. The employee must have accrued more than twenty-two days of sick leave.
2. Employees may not donate an amount of sick leave that will result in his or her sick leave account going below twenty-two days.
3. All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimated, or financially induced into donating sick leave.

DOCUMENTATION:

The District shall require the employee or his/her legal representative, to submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

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To: Payroll Office

From: _____
(Please Print Name)

I wish to transfer _____ days/hours (circle one) of my accumulated sick leave to:

_____
Name of Beneficiary

_____ _____
Signature Date

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District Use Only

_____ _____
Business Manager Signature Approved/Disapproved Date