



## Cossatot River School District

130 School Drive  
Wickes, AR 71973

*Jim Tankersley,  
Superintendent  
Phone (870) 385-7101  
Fax (870) 385-2238*

### Leave Donation Request

- ☐ Certified Employee to Certified Employee
- ☐ Certified Employee to Classified Employee
- ☐ Classified Employee to Classified Employee

Date of Request: \_\_\_\_\_

Donating Employee Name: \_\_\_\_\_

Receiving Employee Name: \_\_\_\_\_

Number of sick leave days to be transferred: \_\_\_\_\_

Reason for request for donated sick time: \_\_\_\_\_

I authorize Cossatot River School District to transfer the requested amount of days as stated above and allowed in Certified Personnel Policy Section 3.11.1 and Classified Personnel Policy Section 8.7.1

“Employees will be allowed to transfer/donate up to a maximum of 5 days per fiscal year to other employees in the event of medically related events for an employee or their immediate family. Certified staff will be allowed to donate to certified or classified employees. Classified employees will only be allowed to donate to classified staff. No days will be allowed to be transferred/donated to other employees upon separation from the district.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Officer's Signature

\_\_\_\_\_  
Date

**Umpire Campus**  
High School (870) 583-2141  
Elementary (870) 583-2141

**Cossatot River High School**  
(870) 387-4200

**Elementary Campuses**  
Vandervoort (870) 387-6923  
Wickes (870) 385-2346