

Dayton School District  
Shared Leave Donation Form

Date Received in Business Office \_\_\_\_\_

To: All Dayton School District Employees wishing to donate leave: Please complete this form in order to donate sick or annual leave to a designated employee of the Dayton School District who has requested "shared sick leave". Employees may donate from one day to six.

Your Name: \_\_\_\_\_

Name of Employee with whom you wish to share: \_\_\_\_\_

Number of **FULL days** (based on your allocated hours) you wish to share \_\_\_\_\_

"I believe I have a sufficient sick/annual leave balance to allow me to donate. Therefore, I voluntarily donate leave days to the designate employee as shown above. I understand these donated days will be deducted from my current sick/annual leave balance".

\_\_\_\_\_  
Signature of donating employee

\_\_\_\_\_  
Date

Policy/Procedure 5406

District employees may donate leave as follows:

1. A staff member who has an accrued annual leave (vacation) balance of more than ten (10) days may request that the superintendent transfer a specified number of days to another staff member authorized to receive shared leave, or to the district's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.
2. A staff member who accrues annual leave and sick leave may request that the superintendent transfer up to six days of sick leave in any twelve month period to a staff member authorized to receive shared leave, or to the district's shared leave pool. A donating staff member must retain a minimum of 480 hours of sick leave after the transfer.
3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than thirty (30) days may request that the superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave, or to the district's shared leave pool. A staff member may request to transfer no more than six (6) days of sick leave during any twelve (12) month period, and may not request a transfer that would result in an accrued sick leave balance of fewer than thirty (30) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.
4. A staff member who receives personal holiday leave may request that the superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave, or to the district's shared leave pool. A staff member may request to transfer no more than eight (8) hours of personal holiday leave during any calendar year.
5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.
6. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on pro-rata basis.
7. Leave shall be calculated on a day-donated and day-received basis.

Does this employee meet the criteria? YES NO District office signature \_\_\_\_\_

Current Sick/Annual Leave Balance \_\_\_\_\_ Sick/Annual Leave Balance after donation \_\_\_\_\_