Certificated Sick Leave Bank

Donor Form

PLEASE TYPE OF PRINT

A minimum of two (2 days) in the first year and one (1) day in each year thereafter must be donated by any employee as a condition for participation in the sick leave pool. Once an employee contributes days to the pool, those days are no longer available for use by the contributing employee. Additional days may be contributed at any time during the year.

In order to be eligible to make an initial contribution, an employee must have at least five (5) days accumulated sick leave to her/his credit after the donation.

(Please Type or Print)

Name _____

School _____

Number of Days Donated 1 2 3 4 5
(Circle One)

Signature _____

Date _____

This form must be returned to the Personnel office by last day of September.

REVISED FORM