Revised:7/1/2024

Policy #: CGBD/GBDB

SICK LEAVE DONATION FORM TO FELLOW STAFF

Employees will be allowed to donate sick days to another staff member. Certified donations have to be from certified staff and classified donations have to be from classified staff. At no time will the employee's accumulated sick leave be allowed to drop below twenty days for the purpose of donating to another staff member. No days from the sick bank or donated from staff will have a monetary value after separating employment from the district.

Name: _____

Donation to:

_____

Number of Days I wish to donate: _____ (1-3 days(s) per event)

_____ (4+ days) –

Sick Bank Request Form Required with medical reason and doctor signature. To be reviewed by the sick bank committee.