

**BURLINGTON-EDISON SCHOOL DISTRICT
SHARED LEAVE DONATION FORM**

(CONFIDENTIAL WHEN FILLED-IN)

To: Payroll Department Date _____

From: _____

I wish to donate vacation or sick leave days to _____ only;
(Designated Employee)

Please complete either A or B. Also, read information in box above place for signature.

A. SCHOOL YEAR EMPLOYEES

I have accrued more than sixty (60) days of sick leave. I understand I may donate up to six (6) days of sick leave provided the donation does not cause my sick leave balance to fall below sixty (60) days.

I wish to donate (please circle one) 1 2 3 4 5 or 6 days of sick leave.

B. YEAR ROUND EMPLOYEES

I have accrued more than sixty (60) days of sick leave. I understand I may donate up to six (6) days of sick leave provided the donation does not cause my sick leave balance to fall below sixty (60) days.

I wish to donate (please circle one) 1 2 3 4 5 or 6 days of sick leave.

I am in a job in which vacation leave is accrued and I have accrued more than ten (10) days of vacation leave. I understand I may donate up to six (6) days of vacation leave provided the donation does not cause my vacation leave balance to fall below ten (10) days at time of transfer. I understand I may not donate excess vacation days that I would not be able to take because of an approaching date after which such days cannot be used.

I wish to donate (please circle one) 1 2 3 4 5 or 6 days of vacation leave.

I understand that final eligibility to donate vacation leave or sick leave and the actual number of days permitted to be donated, will be determined by the District as governed by Policy 5406.

I donate these days voluntarily, and have not been coerced, threatened, intimidated or financially induced into donating days.

I understand that unneeded donated leave shall not be deducted from my vacation leave or sick leave balance according to Policy 5406.

Signature _____

Date _____

ELIGIBLE/APPROVED

NOT-ELIGIBLE/DISAPPROVED

Payroll Signature _____

Date _____

Date	Hours Donated	Hours Used	Balance