



**DONATION OF SICK LEAVE REQUEST – CERTIFICATED**

Pursuant to PETA Contract Article 5.7 a.:

“Any unit member may donate up to five (5) of his/her own sick days per year to another unit member who has exhausted all paid leave. The unit member shall provide for this donation on the approved District form and it shall be submitted and approved by the District before the actual days are taken.”

Please transfer \_\_\_\_\_ (up to a maximum of 5) of my unused sick leave days to:

\_\_\_\_\_

I understand that my donation is irreversible, and final. I understand that as a result of this transfer, I may exhaust my own accrued sick leave more quickly and be left without compensation/coverage. I assume any and all tax liability as a consequence of this transfer, and hereby hold the district and its officers and employees harmless for any and all losses and debts incurred as a result of this transfer. I expressly acknowledge that this transfer is voluntary on my part and have not received nor will I receive any entitlement, right or benefit as a result of this transfer.

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

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

SS#: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit to the Payroll Office after completion.