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via District email & posted on district Web

Dear Classified employees,

Board Policy provides employees with the opportunity to donate up to two (2) unused illness leave days to a "Catastrophic Illness Bank." Employees who have suffered a catastrophic illness may request to use up to 22 days of donated illness leave from the Catastrophic Illness Bank. The donated illness leave may be provided after all other available leaves have been exhausted. Please refer to Administrative Regulation 4561.3

Upon District receipt and verification of your donated days, the donation becomes irrevocable. Any unused donated illness days will remain in the Catastrophic Illness Bank for future use by other classified employees.

Sincerely,

Melinda Colgrove
Executive Director of Classified Personnel
& Risk Administration

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Donation of illness days

Please check your preference for one (1) or two (2) days:

___ I would like to donate one (1) illness day.
or

___ I would like to donate two (2) illness days.

I understand that my donation to the Catastrophic Illness Bank is irrevocable.

My current position is: _____ I work ___ hours a day at _____(site).

Please print your name

Signature

Date

Please return the completed form to Cyndy Torres in the personnel department.

DISTRICT USE ONLY

Days verified in WF # _____

Transfer to Bank

Work Force Updated

_____(initial) _____(date)