

**PUTNAM COUNTY SCHOOLS
PERSONAL LEAVE DONATION FORM**

Please submit the completed form to the Personnel Director.

As per the provisions of County Policy P.4.4, an employee may transfer earned personal leave to the personal leave account of another employee who: 1) has exhausted all accrued (earned and unearned) personal leave; 2) is not eligible to receive leave (or additional leave) from the personal leave bank; and 3) requires additional personal leave because of a medical or physical condition that incapacitates the employee or an immediate family member for whom the employee will provide care.

Receiving Employee _____ ID# _____

I verify that I meet the provisions of Leave Donation Program and understand that any unused, transferred days will revert back to the donor(s) at the end of my medical absence.

Receiving Employee's Signature _____ Date _____

Number of Personal Leave Days To Be Transferred: Sick _____ Without Cause _____

Donor Employee _____ ID# _____

My personal leave donation is voluntary. I understand that each donated day shall be credited to the receiving employee as one full personal leave day and shall be used only for the absence for which I donated my personal leave. I further understand that any unused, transferred days will revert back to the donor, or in the case of multiple donors, returned in the reverse order of receipt.

Donor Employee's Signature _____ Date _____

To Be Completed by Personnel Director

Donor Employee's Total Earned Days of Sick Leave _____

Donor Employee's Total Earned Days of "Without Cause" Personal Leave _____

Receiving Employee's Total Accrued Days of Sick Leave _____

Receiving Employee's Total Accrued Days of "Without Cause" Personal Leave _____

Date of Receiving Employee's Catastrophic Illness _____ (Use of transferred days may not precede this date.)

Is receiving employee a member of the Sick Leave Bank? _____

If so, has the employee made application for an award of leave days ? _____

Number of Days Transferred to Receiving Employee _____ The use of these days will begin when the receiving employee has exhausted all accrued personal leave.

Director of Personnel
c: Payroll Supervisor

Date