



## Donor

# LICENSED STAFF - SICK LEAVE DONATION AND REQUEST OPTION

## Article XI – Leaves of Absences

### Section 1. Sick Leave (i)

*Teachers who face extenuating circumstances during a given school year and have used all of their own sick days may request up to 10 sick days from fellow teachers (EA members) within a school year. This may also be requested on their behalf by another staff member, partner or personal representative.*

*Extenuating circumstances are defined as illness of medical issues of an employee or immediate family member supported by a doctor's excuse. As a general condition, pregnancy and child-care leave would not qualify unless accompanied by an unexpected critical condition.*

*The EA or EA president will notify the staff about the need to donation of sick time for a member. Upon receiving the number of sick days members commit to donate, the name of the staff member and the number of days donated should be given to the district office for processing. The district office will deduct the appropriate number of days from each donating member and notify the EA president and the donating member that the deduction was made.*

Teacher in need: \_\_\_\_\_

# of Days Requested (max of 10 per School Year) \_\_\_\_\_

\_\_\_\_\_ maximum number of sick leave days willing to donate

Signature of Donating Teacher: \_\_\_\_\_

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

Office Use Only:

Teacher sick leave account deduction \_\_\_\_\_