



Request

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 : _____ School Year: _____

Signature: _____ Date: _____

of Days Requested (max of 10) _____

Office Use Only:

Supporting Dr. Note Received _____