

PATRICK COUNTY PUBLIC SCHOOLS SHARE LEAVE

Employees of the Patrick County Public Schools, who receive sick leave, may transfer sick leave days to other employees who are currently eligible for sick leave.

Employees desiring to transfer (donate) sick leave days to another employee must complete the "Request for Transfer of Sick Leave Days" and submit the form to the leave clerk at the school board office.

An employee will be eligible to receive a transfer of sick leave days when all of his/her available leave (sick, personal, and vacation) is depleted.

An employee may donate a maximum of ten (10) sick leave days to any individual employee during a contract year.

An employee may accept a maximum of forty-five (45) transfer sick leave days within a contract year.

Once an employee transfers (donates) sick leave days to another employee, the donated days remain credited to the recipient, even if not actually used.

The "Request for Transfer of Sick Leave Days" form must be executed and submitted by the donor within ninety (90) days prior to submission of any correspondence or intent to terminate his/her employment with the school system.

Approved: March 13, 2000

PATRICK COUNTY PUBLIC SCHOOLS
Request for Transfer of Sick Leave days

I, _____, as an employee of the Patrick County Public Schools County Public Schools wish to donate _____ days of my accumulated sick leave days to _____.

I understand that these days will be deducted from my record and will be credited to my designated recipient's sick leave record. I also understand that the recipient employee will retain the donated days even if they are not used.

Donor's Name (PRINT)

Recipient's Name (PRINT)

Donor's Position

Recipient's Position

Donor's Signature

Recipient's Signature

Date

Date

Recipient's Supervisor's Signature

Date

Superintendent/Designee's Signature

Date