

**STANWOOD-CAMANO SCHOOL DISTRICT**

**APPROVAL TO DONATE LEAVE**

Donor Name:	Recipient Name:
Donor Signature:	Date:

Please check one: \_\_\_\_\_ Certificated \_\_\_\_\_ Classified

Number of days to donate: \_\_\_\_\_

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*Please read the following and refer to Board Policy 5406 – Employee Leaves and Absences.*

**ELIGIBILITY:**

Sick Leave can only be donated by employees who do not accrue annual leave (i.e. certificated employees and less than 260 day classified employees). A staff member who has an accrued sick leave balance of more than twenty-two (22) days may donate sick leave. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than twenty-two (22) days.

Annual Leave (vacation) can only be donated by an employee who accrues both annual and sick leave (i.e. 260 day employees). A staff member who has an accrued annual leave balance of more than ten (10) days may donate leave, but cannot transfer days that would result in a balance of fewer than ten (10) days.

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***PAYROLL USE ONLY:***

Current Leave Balance: \_\_\_\_\_

Hours deducted from accumulation: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Initials: \_\_\_\_\_