

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

5328F-3

M E M O R A N D U M

Annual Employees

TO: Payroll

FROM: _____
(Please print name of donating employee)

Location

SUBJECT: Request to transfer annual vacation leave and/or sick leave

NOTE: Annual employees are eligible to share vacation leave and/or sick leave.

I am requesting that you authorize me to transfer _____ days of my annual vacation leave and/or _____ days of my sick leave to:

Name of Beneficiary

I am aware that I must retain a minimum balance of ten (10) days of annual vacation leave if I am donating vacation leave or one hundred seventy-six (176) hours of sick leave if I am donating sick leave in order to be eligible to participate in the leave sharing program. I have read and understand the criteria (listed on the reverse side of this form) which will be used in determining my eligibility to participate and how it may affect my annual vacation and/or sick leave balances.

Signature

Date

FOR OFFICE USE ONLY:

Request Granted _____

Request Denied _____

Reason for Denial _____

Payroll Signature/Date _____

DISTRIBUTION:
Beneficiary file
Donor file

LEAVE SHARING DONATION -- ELIGIBILITY REQUIREMENTS

The following explanations are to be used to assist you in determining if you are eligible to participate in the leave sharing program:

1. If you accrue annual vacation leave and sick leave, you are eligible to donate annual vacation and/or sick leave to the leave sharing program.
2. Only days in excess of (a) ten (10) days of annual vacation leave or (b) one hundred seventy-six (176) hours of sick leave may be used as a donation to the leave sharing program.
3. Employees may not donate excess annual vacation leave that the donor would not be able to take because of an approaching date after which the annual vacation leave cannot be used.
4. Leave share shall be calculated on a day-donated and day-received basis. One (1) "day" donated equals the number of hours the donor is regularly scheduled to work.
5. Your annual vacation and/or sick leave balance(s) will be reduced by the number of days donated to the leave sharing program.
6. You will be notified if any or all of your donated leave is not needed by the designated leave recipient, and such excess donations will not be charged against your leave balance.
7. Donation of leave is limited to employees within the same school district.

Any additional questions concerning this should be directed to the Payroll Office.