

PICKERINGTON LOCAL SCHOOL DISTRICT
Sick Leave Donation Form

Employee ID

I, _____ hereby authorize the Treasurer's Office to deduct
Donor (please print)

_____ donated sick day(s) from my accumulated sick leave balance and to credit sick leave day(s) to
of days

Employee Name (please print)

Donor's Signature

Date

Donations from a bargaining unit member must be in units of one (1) day or more provided that the donor does not go under 45 days of accumulated sick leave.

Any request to donate sick leave days to a member must be submitted to the Treasurer not less than fifteen (15) days prior to any payroll that will include payment for the donated sick leave days.