

Employee Leave Day Donation Form

LICENSED STAFF: (Please print.)

Refer to Licensed Staff Policy GCCAA/GCCBA. The employee who wishes to donate leave days must initiate and complete this form and send it to Human Resources. In order for the donation to be approved the recipient must have exhausted all paid leave available to him/her and must be faced with a medical or emergency situation.

Employee Donating Leave Day:

Name _____ Social Security # _____

(Please Print)

Annual Salary _____ # of Days Contracted for Year _____

I, _____, request that the value of _____ (insert number
Signature
of days) of my leave days be given to _____ (insert the name of the
person to whom the leave day(s) are being donated).

Each day donated carries the value of donor's daily rate. This dollar amount must pay the daily rate of the recipient plus the cost of his/her substitute teacher. The additional cost of the substitute will generally require more days to be donated than the recipient will receive in order to keep this plan cost neutral.

The dollar value of the donation is expressed by this formula:

$$\frac{\text{Donor's annual salary}}{\text{Contracted Days}} \times \text{Number of Days Donated} = \text{Value of Donation}$$

SUPPORT STAFF: (Please print.)

Refer to Support Staff Policy GDCA. The employee who wishes to donate leave days must initiate and complete this form and send it to Human Resources. In order for the donation to be approved the recipient must have exhausted all paid leave available to him/her and must be faced with a medical or emergency situation.

Employee Donating Leave Day:

Name _____ Social Security # _____

(Please Print)

Hourly wage _____ Number of hours worked per week _____

Number of days worked for year _____

I, _____, request that the value of _____ (insert number
Signature
of hours) of my leave be given to _____ (insert the name of the person to
whom the leave hours are being donated).

Each day donated carries the value of donor's daily rate. The dollar amount must pay the daily rate of the recipient.

The dollar value of the donation is expressed by this formula:

$$\text{Hourly Rate} \times \text{Hours Donated} = \text{Value of Donation}$$

Please initial this box if you **do not authorize** the Office of Human Resource Services to release your name as an individual donating a day(s) to the above-mentioned person.