

GLOUCESTER COUNTY PUBLIC SCHOOLS
LEAVE DONATION PROGRAM

REQUEST TO DONATE SICK LEAVE DAYS

Pursuant to GCPS Regulation File No. GBDG-R2 LEAVE DONATION PROGRAM, I am requesting that sick leave transfer from my account to the person listed below. I understand that:

- Donations must be made in increments of one (1) day.
- No employee may donate more than five (5) days per fiscal year, unless the spouse of the employee is a full-time GCPS employee. In such instance, the spouse may donate up to thirty (30) days.
- All requests for donations will be reviewed by the Department of Budget & Finance to determine adherence to the guidelines as listed in GBDG-R2 LEAVE DONATION PROGRAM.
- Once donated time has been transferred to the eligible employee, neither the donor nor the eligible employee may revoke the transaction.

• PLEASE PRINT •

No. of Days Donated	Type of Leave Donated	Donor's Name	Recipient's Name
	Sick Day(s)		

I have read Regulation File No. GBDG-R2 LEAVE DONATION PROGRAM and agree to all guidelines and stipulations noted therein and donate this time without reservation and of my own volition.

Donor's Signature

Date of Donation

Check box if you wish for your donation to remain anonymous

FOR OFFICE USE ONLY

Approved

Not Approved due to the following:

As per regulation maximum donation of 30 days allowed has been met

Person for whom you wish to donate day(s) does not meet requirements

Person for whom you wish to donate day(s) has not applied

Thank you for offering to donate vacation/sick leave.

Chief Financial Officer

Date

Division Superintendent

Date

ADOPTED:

November 14, 2017; Effective November 15, 2017

CROSS REFERENCES:

GBDG Staff Leave

GBDG-R2 Leave Donation Program

GBDG-E1 Leave Donation Program Application

GBDG-E3 Informed Consent for Release of Data

Gloucester County School Board