

Employee Voluntary Confidential Donation of Sick Leave

I voluntarily donate (_____) days of accumulated sick leave to
(_____). I do this in
accordance with the provisions of Policy and Procedure 5400, the appropriate collective
bargaining agreements and according to WAC 392-126-085 as follows:

“An employee may donate sick leave to specific individuals using the following
criteria:

1. The employee must have accrued more than twenty-two (22) days of sick
leave.
2. Employees may not donate an amount of sick leave that will result in his/her
sick leave accounting going below twenty-two (22) days.
3. All donated sick leave must be given voluntarily. No employee shall be
coerced, threatened, intimidated or financially induced into donating sick
leave.”

Printed Name

Signature

Date

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WAIVER OF REQUEST FOR RETURN OF SICK LEAVE

I hereby waive all property rights to the donated sick leave days. I will not ask for their return.

Signature

Date