

Culbertson School District #17 J/R/C Contribution of Sick Leave Form

1. To contribute sick leave, complete and sign Section I of this form and return it to the District Clerk. Contribution forms may be submitted for approval at the regular September School Board Meeting each year.
2. Contribution of sick leave hours to needy co-workers will depend on the approval of the Culbertson School Board of Trustees.
3. All contributions are voluntary and irrevocable.

Section I (to be completed by the employee)

I wish to contribute _____ day(s) of my personal sick/emergency leave to the Sick Leave Bank (maximum of five days).

Name (please print)

Signature

Date

Section II (to be complete by District Clerk)

_____ is eligible to contribute sick/emergency leave hours as indicated above. If approved by the Board, the employee's personal sick/emergency leave balance will be debited _____ hours for the pay period ending October 5th.

District Clerk's Signature

Date

Section III (to be completed by the Culbertson School Board of Trustees)

_____ The Culbertson Board has approved the above request.

_____ The Culbertson Board has denied the above request.

Board Chairman's Signature

Date