

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT SERVICES**

DONATION OF SICK LEAVE PLEDGE FORM

As an employee of the Grossmont-Cuyamaca Community College District, I hereby offer to donate from my accumulated sick leave under the District adopted personnel procedure, and affirm that I have read the procedure which appears at the bottom of this form.

I hereby understand and direct that Grossmont-Cuyamaca Community College District may transfer from my accumulated sick leave balance as indicated below. These days may be donated to the sick leave of _____ (Recipient), an employee of the Grossmont-Cuyamaca Community College District. I understand that once acted upon, this donation and transfer of leave is irrevocable.

Donor's name (Please Print)

Employee ID Number
(as noted on employee ID card or time sheet)

Faculty

- full-time _____ day(s) part-time _____ hours intersession _____ hours
- overload _____ hours summer _____ hours non classroom _____ hours

All Other Employees

_____ day(s) - 8 hour days only

Donor's Signature Date

Witnessed by ***See below*** Date

Payroll Technician/Supervisor Date

If you are an employee of the District or Grossmont College, your signature must be witnessed by a full-time employee of Payroll. If you are an employee at Cuyamaca College, your signature must be witnessed by a full-time employee of the Cuyamaca Campus Business Office.

SICK LEAVE DONATION PROCEDURE

The District will allow the donation of sick leave to any eligible employee who has suffered a long-term illness or disability and who has exhausted all accrued paid leaves and accrued time off. **The offer to donate shall be made on a signed pledge form and turned in to Payroll.** Solicitation of the donation may be made by the individual requesting donations, by Benefits or a union representative. With the exception of faculty, no employee may donate less than eight (8) hours/one (1) day increments. Regardless of classification, no employee may donate more than (40) hours/five (5) days of sick leave per fiscal year. The offer to donate sick leave shall remain valid for one (1) year from the date of signature on the pledge form.