



PERSONAL NECESSITY FACULTY LEAVE BANK
REQUEST for DONATED SICK LEAVE

Pursuant to AFA/District Side Letter re Effects of District Emergency Action Due to Coronavirus Pandemic, faculty members who go on leave in **Spring 2021** may use personal necessity leave to remain in paid status. If a faculty member does not have a sufficient amount of accrued sick leave, they may apply for donated leave from the Personal Necessity Faculty Leave Bank to cover up to 20% of their absence through the Personal Necessity Leave Donation Bank.

The deadline for requesting donated sick leave from the Personal Necessity Faculty Leave Bank is December 1, 2020. Faculty members who go on unpaid leave must notify their Department Chair and Supervising Administrator as soon as possible.

Donated leave received will be distributed equally among applicants based on the availability of hours donated and the number of applicants.

I understand the terms and conditions of the Personal Necessity Faculty Leave Donation Bank and I wish to request to use donated leave to cover up to 20% of my absence.

I understand that to be eligible to use donated leave, I must have exhausted my accrued and advanced paid leave for the donated leave to be applied.

I also understand that if there are no donated hours available, I may submit a written request for a full or partial unpaid leave of absence to the appropriate Vice President for recommendation to the Board of Trustees. (Please refer to Side Letter, Section F.7).

REQUESTING FACULTY NAME

EMPLOYEE ID

Signature

Date

Human Resources will provide faculty applicants a definitive calculation of hours they are entitled to only after the **DATE donation deadline.**

Please email Danielle Donica (ddonica@santarosa.edu) or Linda Jay (ljay@santarosa.edu) in Human Resources if you have questions regarding this form.