



PERSONAL NECESSITY FACULTY LEAVE BANK

**SICK LEAVE DONATION FORM**

Pursuant to AFA/District Side Letter re Effects of District Emergency Action Due to Coronavirus Pandemic, accrued sick leave may be donated to eligible faculty members who decline to teach an assigned class in Fall 2021. **The deadline for donating sick leave to the Personal Necessity Faculty Leave Bank for the Fall 2021 semester is August 2, 2021.**

A contract or adjunct faculty member may not make donations that reduce their accrued sick leave to less than eighty (80) hours for contract faculty members, or thirty (30) hours for adjunct faculty members. Faculty members may verify their sick leave balance in their employee portal or with Human Resources.

Donations of sick leave hours are irrevocable. Any unused donated hours will be added to the Catastrophic Leave Bank.

I understand the terms and conditions of the Personal Necessity Faculty Leave Donation Bank and I wish to contribute sick leave as specified below. I understand that the amount(s) indicated will be deducted from my accumulated sick leave as specified by me.

I also understand that this donation is voluntary and I authorize the District to use my leave as indicated to the Personal Necessity Faculty Leave Donation Bank.


**NAME**

**EMPLOYEE ID**

**NUMBER OF SICK LEAVE HOURS TO BE DONATED:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email completed form to Danielle Donica ([ddonica@santarosa.edu](mailto:ddonica@santarosa.edu)) or Linda Jay ([ljay@santarosa.edu](mailto:ljay@santarosa.edu)) in Human Resources.

**TO BE COMPLETED BY HUMAN RESOURCES**

Sick Leave Balance: \_\_\_\_\_ Hours    Batch No. \_\_\_\_\_    Initial/Date: \_\_\_\_\_

Copy provided to employee donating leave (Initial): \_\_\_\_\_    Date: \_\_\_\_\_

Copy placed in personnel file (Initial): \_\_\_\_\_    Date: \_\_\_\_\_