PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

TO: CERTIFICATED STAFF (NON-ADMINISTRATIVE)

PLEASE RETURN

FROM: CATHERINE LO IACONO (310) 378-9966 EXT. 986 **FORM BY 10/12/18**
SENIOR ACCOUNT CLERK

DATE: September 13, 2018

RE: **CATASTROPHIC SICK LEAVE DONATION PLAN - CERTIFICATED ONLY**

A catastrophic leave bank has been established to which non-administrative certificated employees may donate up to two (2) days of sick leave annually to the Catastrophic Sick Leave Bank. The donation shall be irrevocable. Sick leave which is donated shall be deducted from the accrued sick leave.

An employee who, as a result of a catastrophic illness or injury, has exhausted all paid personal injury and illness leave entitlement, may draw up to thirty(30) days from the leave bank (if approved), if they made a donation.

Only new employees, those who didn't contribute in 2017-2018, or those who have drawn from the sick leave bank need to contribute, as the bank has a sufficient balance.

	Donations Received		Donations Used	
2016-2017				
(Remaining Balance)	104.39			
2017-2018	250.20		37.80	1 person
	354.59	Days	37.80	Days

BALANCE IN BANK AS OF 9/6/18 316.79 Days

PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT
Catastrophic Sick Leave Donation Plan - Certificated

I understand this donation to be voluntary and irrevocable. I agree to indemnify and hold the District harmless from any claims, demands or causes of action related to the donation.

_____

Employee Name (Print) Date

_____

Employee Signature

For Payroll Use Only
Number of days
Donated _____

_____ Number of Days - One or Two

_____ Please check here if you are a part-time teacher and not entitled to donate whole days.

Please return to the Payroll Office by October 12, 2018