



Forward Thinking, High Achieving.

## DISTRICT SICK LEAVE DONATION FORM

(donating to an employee outside of bargaining unit)

This form is to be completed if you are donating sick leave to an MCPS employee who is ***not*** in your bargaining unit. Please fill out the form completely, sign & date, and return the form to Mischelle Y. Thomas - Human Resources Department, in the Administration Building.

Name: \_\_\_\_\_

Position & Building: \_\_\_\_\_

Donating to: \_\_\_\_\_

Employee Name

Position

Building

Total number of **hours** to be donated (if you are an hourly employee): \_\_\_\_\_

Total number of **days** to be donated (if you are a salaried employee): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions, MMCEO members may contact Carleen Hathaway at ext. #4696 or [chathaway@mcps.k12.mt.us](mailto:chathaway@mcps.k12.mt.us). MEA members may contact Melanie Charlson at #542-0041 with questions. Other employees may contact HR - Mark Thane at ext. #1038 or Mischelle Thomas ext. #1035 with any questions.

**Reminder:** This form must be returned to the Human Resources Department as you are donating to an employee who is not a member of your employee group/union.

03/2015