

**Marin Community College District
UPM/AFT
DONATION OF SICK LEAVE DAYS**

Unit members may voluntarily donate to other unit members up to five (5) days of their accumulated sick leave days not to exceed a total of twenty-five (25) days donated to any one individual unit member in a three (3) year period. Should more time be needed a second request may be made to initiate a second donation request for up to another 25 days of donated leave within the same 3 year period. In no instance shall unit members sell and/or exchange their sick leave for monetary or other considerations.

I, _____ wish to donate _____ days
of my accumulated sick leave to _____.
Print Name of Recipient

Signature _____ Date _____

Submit to: Human Resources