

# Hear Ye! Hear Ye! Hear Ye!

## To Donate OR to Donate

### There is no Question!!

**Before you leave.....We have one more request....**

#### **Have you thought about donating your un-used sick leave to the Sick Leave Bank?**

Upon termination of employment, an employee may donate unused, earned sick leave days to Stafford County Public Schools (SCPS) Sick Leave Bank Program ([Policy and Regulations 4710](#)).

If you are leaving and find you have remaining sick day left on your payroll record you have a decision to make.

You can either:

- Receive a payout of remaining sick/personal day, if employment with SCPS is greater than 5+ consecutive service years immediately prior to resigning. Payroll & Benefits Office Resignation Processing Sheet is required with signature and date of request. Both forms should be sent to Payroll at Central Office for further processing.
- Donate any or all remaining days within (30) days after your departure date.
- Your remaining unused sick days may remain on your personal record with SCPS for three (3) years and will be reinstated, if re-employed. After three (3) years all days will be forfeited.
- If you are transferring to another Virginia School Division, or Virginia State Agency, some or all of your sick/personal leave may be eligible to be transferred (Policy and Regulation 4802) to your new position. You will need to contact your new employer as to eligibility, any transfer limits and documentation needed.

I, \_\_\_\_\_, would like to donate the following leave to the Sick Leave Bank Program. I understand by donating my remaining sick/personal days to the Sick Leave Bank, I will lose all rights to these days in the future, even if I return to SCPS employment within three (3) years.

Number of Sick Days to donate: \_\_\_\_\_ or Remaining (Circle, if number of days unknown or list a certain number of Sick Days).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Work Location/Employee #: \_\_\_\_\_

Please return this form along with your Exit Data payroll form to the Payroll Department within thirty (30) days of your leaving SCPS. If you have any questions about this program please call the Payroll & Benefits office at (540) 658-6000.