

Clay County District Schools

Release of Excess Terminal Leave to the Sick Leave Bank

I _____ authorize payroll to donate any days
(Please Print Name)
over my 120 days of Terminal Leave to the CCEA Sick Leave Bank.

I understand that this form must be sent to the Payroll Department two weeks prior to final day of work.

Signature: _____ Date: _____

Article XXIII
Sick Leave Bank

C.2 **Members** who are **retiring** shall be permitted to donate any portion of their unused sick leave days beyond the maximum accumulated days established for terminal pay.