

**Clay County District Schools**  
**Release of Excess Terminal Leave to the Sick Leave Bank**

I, \_\_\_\_\_ authorize payroll to donate any days over my  
(Please Print Name)  
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.

Notice on Non Discrimination Policy, "The School Board of Clay County, Florida prohibits discrimination on the basis of race, religion, color, sex, marital status, age, national origin or disability in the employment of personnel, provision of education programs and all business affairs of the school system of Clay County and provide equal access to the Boy Scouts and other designated patriotic groups."