

**Voluntary Sick Leave Pool Notification Form and Contribution Procedures****Person Requesting Voluntary Leave Pool:** \_\_\_\_\_**Date:** \_\_\_\_\_**Campus Assigned:** \_\_\_\_\_

The employee named above has used all available paid leave and is in need of additional days. When all available paid leave is used, the full daily rate of pay will be deducted for each day absent. The voluntary sick leave pool was created to help individual employees during this time of need.

1. Employees may contribute no more than four (4) days to the sick leave pool per school year.
2. Employees may contribute no more than two (2) days to any one pool. Any contributed unused sick leave pool days will be credited back to the donors in reverse order of contribution date.
3. The pool will be used for catastrophic type illnesses (employee or immediate family member) only. Pregnancy with complications will be an allowable use of the pool.
4. An employee may receive a maximum of ten (10) days from the sick leave pool.
5. The sick leave pool shall cease to exist when the recipient returns to work or the ten (10) day limit has expired.

**Procedures for Contributing to the Pool:**

1. The deputy superintendent will be the contact person for the voluntary pool.
2. Forms for donating days can be found on the QISD website, or at any campus principal's office.
3. A completed QISD Sick Leave Bank donation form must be sent to the human resources office.