



Carlsbad Unified School District

6225 El Camino Real • Carlsbad, CA 92009
(760) 331-5000 • (760) 431-6707

...a world class district

Memo

To: Classified Employees

From: Torrie Norton, Assistant Superintendent, Personnel Services
Debby Wulff, Director of Classified Personnel

Re: Catastrophic Leave Donation Period

Date: September 29, 2006

There will be a Catastrophic Leave donation period from October 1 through November 15, 2006. If you would like to donate, please complete this form and submit it to Payroll by the aforementioned deadline. If you have already donated this year, you may not donate again. If you have any questions, please call Debby Wulff at 331-5029.

CARLSBAD UNIFIED SCHOOL DISTRICT

CLASSIFIED CATASTROPHIC EVENT/ILLNESS LEAVE BANK DONATION FORM

Name of Employee Making Donation: _____

I hereby authorize the Carlsbad Unified School District to deduct _____ hours (not to exceed 8 hours) of my accrued sick leave to be deposited in the Classified Catastrophic Event/Illness Leave Bank.

I hereby certify that at the conclusion of the preceding school year I had an accumulated sick leave balance equivalent to the entitlement of two (2) years plus one (1) day.

I understand that I have irrevocably donated such hours and that they will no longer be available for my use.

Signature of Employee Making Donation

Date

PRINT NAME

SITE / DEPARTMENT

Please return to the Payroll Department no later than November 15, 2006.