



1405 PROGRESS PKWY, VIRGINIA, MN 55792 | 218.749.5437 | FAX: 218.741.8522 | WWW.RRPS.ORG

## AFSCME Local Union #3 Donation Leave Form

July 1, 2023 – June 30, 2025  
Article 9, Section A, Subd. 5:

Employees shall be able to donate accrued vacation and sick leave to an employee who has exhausted their sick leave and has an immediate need due to a medical leave of absence, bereavement, or in case of other emergency. An employee may donate up to forty (40) hours of accrued vacation or sick leave each year to the sick leave account of another school employee.

Date of Request: \_\_\_\_\_

Name of Donor Employee: \_\_\_\_\_

Number of hours to donate: \_\_\_\_\_

Type of leave:            Vacation            Sick Leave  
(circle one)

Receiving Employee: \_\_\_\_\_

Signature of Donor Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to Business Office for processing.

**For Business Office use only**

Date hours adjusted (donor & receiving applicant): \_\_\_\_\_ Total number of hours adjusted: \_\_\_\_\_

Remaining hours (if applicable): \_\_\_\_\_ Date remaining hours adjusted (if applicable): \_\_\_\_\_



SUPERINTENDENT: DR. NOEL SCHMIDT