TO: CERTIFICATED STAFF (NON-ADMINISTRATIVE) 

FROM: DORI IBARRA / KRISTIN KEENEY - (310) 378-9966 EXT. 9
SENIOR ACCOUNT CLERK

DATE: AUGUST 31, 2011

RE: CATASTROPHIC SICK LEAVE DONATION PLAN CERTIFICATED ONLY

A catastrophic leave bank has been established to which non-administrative certificated employees may donate up to two (2) days of sick leave per year. The donation shall be irrevocable. Sick leave which is donated shall be deducted from accrued sick leave. **Only new employees, those who have never contributed to the sick leave bank, or those who have drawn from the sick leave bank need to contribute, as the bank has a sufficient balance.**

The total leave donated to the bank by all employees shall not exceed two hundred fifty (250) days.

<table>
<thead>
<tr>
<th>2010-11 Receipts</th>
<th>219.70</th>
<th>2010-11 Payout (One person)</th>
<th>39.67</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL RECEIPTS</td>
<td>219.70</td>
<td>TOTAL PAID</td>
<td>39.67</td>
</tr>
</tbody>
</table>

TOTAL IN BANK as of 08/31/11 is 180.03

**IMPORTANT:** For 2011-12, a new employee, or one who has not given to the bank, or employees returning from a leave of absence **must contribute in order to be eligible to draw from the Catastrophic Sick Leave Bank.**

I understand this donation to be voluntary and irrevocable. I agree to indemnify and hold the District harmless from any claims, demands or causes of action related to the donation.

Employee Name (Print) ___________________________ Employee Signature ___________________________

Number of Days - One or Two ___________________________ Date ___________________________

Please check here if you are a part-time teacher and not entitled to donate whole days.

Please return to the Payroll Office by October 1, 2011.