



CITY OF PETALUMA
Sick Leave Transfer Request

For a detailed description regarding the rules governing sick leave transfer please refer to the back of this form, your MOU or Compensation Plan, or contact Human Resources.

Please be advised that hours transferred from one employee directly to another are considered earned income by the IRS. Therefore, the employee transferring (donating) hours may be taxed on these hours as earned income

To be completed by Employee wishing to donate hours

I. Employee Request to Transfer Sick Leave Hours

Employee Name	Employee Number	Classification
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Employee Signature	MOU/Comp Plan Number	Date
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Recipient Name	Number of Hours
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To be completed by Department Director

II. Sick Leave Transfer Approval

I approve the transfer of sick leave hours as indicated above.

Approving Authority Signature	Printed Name	Date
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Received in Human Resources	Date
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To be completed by Human Resources

III. Sick Leave Certification

Recipient current balance	Recipient MOU/Comp Plan Number
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Recipient Employee Number

IV. Sick Leave Transfer

Pay Period Effective	Hours to be transferred
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UNITS 1 - 3

COMP PLANS 4, 8, 9, 10

- A. Employees who wish to transfer sick leave must retain a minimum of 160 hours of sick leave to be eligible to transfer sick leave.
- B. Transfer amounts shall be limited to the number of actual hours needed and used by the receiving employee.
- C. Any donated sick leave hours unused by a recipient shall be returned to the donor.
- D. The employee receiving the sick leave transfer must have zero (0) hours of accrued sick leave, vacation and CTA leave on the books.
- E. Employees may not buy or sell sick leave. Only the time may be transferred.
- F. Employees may not transfer sick leave upon separation of service.
- G. Transfer of sick leave shall be allowed between all Units.
- H. No more than ninety (90) workdays of sick leave may be received by an employee for any one illness or injury (with the exception of Unit 2).

UNIT 6

- A. Transfer of sick leave shall be allowed between all Units.
- B. Employees are not permitted to transfer sick leave when they separate employment with the City.
- C. A donor must retain a balance of forty (40) hours.
- D. Transfer amounts shall be limited to the number of actual hours needed and used by the recipient.
- E. Any donated sick leave hours unused by a recipient, shall be returned to the donor.
- F. The recipient must have a zero balance in sick leave, compensatory time and vacation.
- G. A recipient may receive no more than one thousand and forty (1,040) hours.
- H. The donation must be for an illness or injury involving extreme physical pain or the impairment of a function of a bodily member, organ or mental faculty, and requiring medical intervention such as surgery, hospitalization, or physical rehabilitation.

UNIT 7

- A. Transfer of sick leave shall be allowed between all Units.
- B. Transfers are for Sick Leave and not for use at retirement.
- C. A donor must retain a balance of five-hundred (500) hours at any time.
- D. Transfer amounts shall be limited to the number of actual hours needed and used by the recipient, plus forty-eight (48) hours.
- E. Any donated sick leave hours unused by a recipient, shall be returned to the donor, less forty-eight (48) hours, which may be retained by the recipient.
- F. The recipient must have a zero balance.
- G. A recipient may receive no more than one-thousand, four-hundred, sixty (1460) hours per Fiscal Year.
- H. The donation must be for an illness or injury involving extreme physical pain or the impairment of a function of a bodily member, organ or mental faculty, and requiring medical intervention such as surgery, hospitalization, or physical rehabilitation.