

2016-17 Inclement Weather Personal Day Donation Waiver Form

I authorize Hillsboro School District's payroll department to deduct one personal leave day for the 2016-17 school year and transfer it to the sick leave account of HEA member # _____.

Date: _____

Specify your FTE (1.0, .5, etc.): _____

Name: _____

School: _____

Signature: _____

___ Fill out a HSD Leave Request form

- Indicate whether you are donating a full day (1) or half day (.5)
- Check the box "Personal"
- For "leave on the following dates" – use current date
- For "Reason", indicate you are donating to the 2016-17 inclement weather bank and give the HEA member #

___ Make a copy of this Personal Day Donation Waiver Form and the HSD Leave Request form for your records

___ Return the Inclement Weather Personal Day Donation Waiver Form and the HSD Leave Request form to your HEA President by May 1, 2017 (may put in interoffice mail to: Jill Golay @ HEA office)

Thank you for the support of your colleagues!