

**MONTEBELLO UNIFIED SCHOOL DISTRICT
CERTIFICATED PAYROLL**

REQUEST TO DONATE SICK LEAVE

To be completed by donating employees
Submit to: Payroll Department x. 2382

☐ Bargaining Unit Member
☐ Administration

Name: _____ SS# _____

Address: _____

Telephone: _____ Site _____ Extension _____

REQUEST TO DONATE SICK LEAVE

To be completed by donating employees

I am donating _____ days to the Catastrophic leave bank for Certificated Employees of the Montebello Unified School District from my available sick leave for the 2025-2026 school year in accordance with Article XVI, Section 3b of the MUSD/MTA contract. I understand that I may donate a maximum of three (3) days of accrued sick leave, subject to the further conditions and restrictions provided for Article XVI in sections 3b and 3c.

Participation in the Catastrophic Leave Bank is completely voluntary on the part of both donors and applicants. A deposit to the Catastrophic Leave Bank shall be a general donation and shall not be donated to a specific individual for his/her exclusive use. In order to participate in the Catastrophic Leave Bank, the unit member must first waive any and all claims against the District and/or the Association arising from administration of the Catastrophic Leave Bank by signing a waiver and release, which reads as follows:

As a requirement of, and as consideration for my participation in the Catastrophic Leave Bank created by Article XVI of the collective bargaining agreement between the parties, I hereby waive and release any and all claims I may now have, or may have in the future, known or unknown, against the Montebello Unified School District, and/or the Montebello Teachers Association in connection with the administration of the Catastrophic Leave Bank.

☐ I wish to donate one (1) day annually to the CLB.
(Please contact Payroll Supervisor if you wish to discontinue donation)

Signature

Date

Confirmation of Transfer of Sick Leave

_____ Sick Leave available

_____ Sick days transferred to Catastrophic Leave Bank

_____ Days remaining

Signature

Date