

EXTENDED LEAVE TRANSFER

(for ECEC hourly employees)

SOUTHEASTERN CALIFORNIA CONFERENCE
OFFICE OF EDUCATION

I, _____, authorize the donation of _____ hours
from my Extended Leave Bank to the Extended Leave Bank of _____.

Signed: _____ Date: _____

You may donate up to 16 hours from your Extended Leave Bank per year when another
employee has exhausted his/her Extended Leave Bank.

An employee may receive not more than 160 hours of donated Extended Leave per year.

[ATTACH FORM TO BOTH EMPLOYEES' ATTENDANCE RECORDS]