

Greenville Public School District

APPLICATION TO RECEIVE DONATED LEAVE

Instructions: Complete this form to apply for donated leave. Before an employee may receive donated leave, he/she must have his/her physician complete the back of this form, which provides Greenville Public School District with the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that you will be able to return to work.

PLEASE PRINT OR TYPE

PART I - Employee Information: To be completed by the recipient employee.

1. Employee Name:	2. Last 4 Digits of Social Security Number:
3. Department/School:	4. Home Phone Number:
<p>5. Reason for Request:</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Personal Medical Condition <input type="checkbox"/> Medical Condition of Immediate Family Member (spouse, parent, step-parent, sibling, child, or step-child) </p> <p style="margin-left: 20px;"> Work-related? <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 200px;">Name and Relationship: _____</p>	
<p>The reason for the request must be verified by the physician treating the individual with the medical condition. The physician must provide all of the information requested on the back of this form (PART III) and he/she must sign and date the form.</p>	
Date All Personal, Sick, or Vacation Leave Exhausted:	
Certification:	<p>I certify that:</p> <ol style="list-style-type: none"> 1. I have been affected by a catastrophic injury or illness as described in Part III (Physician's Certification). 2. I have or will have exhausted all compensatory, personal and major medical leave.
<p>In applying for leave donations, I authorize Human Resources Management to release my name to employees wishing to donate leave.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
9. Employee's Signature:	10. Date:
11. Witness Signature:	12. Date:

See Page 2, Part III, To Be Completed by Patient's Physician

PART II - To be completed by the Payroll Office.

1. Employment Date:	2. No. of hours worked in past 12 months:
3. First Day Donated Leave Used:	4a Beginning Date of Look Back (12 months prior to No. 3): _____ 4b. No. of Hours Worked:
5. Has the applicant been employed for 12 months on the date on which leave would be donated? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Has applicant worked 1250 hrs. during previous twelve month period from the date on which leave would be donated? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. The applicant is: <input type="checkbox"/> ELIGIBLE to receive the leave donation. <input type="checkbox"/> NOT ELIGIBLE to receive the leave donation. Reason:	
Approved by:	Date:
Title:	Phone Number:
Superintendent's Approval (Signature)	Date:

PART III - To be completed by Patient's Physician.

Instructions: The employee named in Part I has exhausted all leave and has applied to receive donations of leave as established by Sections 25-3-93, 25-3-95 and 25-3-91 of Mississippi Code of 1972. Please complete the information below for your patient.	
Definition: "Catastrophic Injury or Illness" is defined as a life-threatening injury or illness of an employee or a member of an employee's immediate family (spouse, parent, step-parent, sibling, child or step-child) which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods may be considered catastrophic.	
1. In your opinion does the employee/family member meet the "Catastrophic Injury or Illness" definition above? <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one) If no, sign and date this form. If yes, answer questions 2-6.	
2. If the patient is an immediate family member of the employee, is the employee needed to care for the family member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Date Injury/Illness Began: :	
4. Describe the Injury or Illness and give Prognosis For Recovery.	
5. Date the employee will be able to return to work.	
Physician's Name and Address (Print):	
Physician's Signature:	Date:

The Greenville Public School District requests this information for the purpose of determining your eligibility for Donated Leave. Persons outside of the Human Resources Department will not have access to this information.

Please return completed form to: **Greenville Public School District**
Human Resources Department
412 S. Main Street
Greenville, MS 38701