



LEAVE DONATION CHECKLIST

Our office will require the following information for review before an employee may be considered to receive donated leave. Failure to submit the following required information may result in delayed review and/or denial of the donated leave:

1. Physician's Certification Form

- This form can be found on the JPS intranet under "Forms and Documents."
- The physician must state that the injury or illness is catastrophic as defined in Policy GADEB.
- "Catastrophic injury or illness" means life-threatening injury or illness of an employee or a member of an employee's immediate family that 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 school district 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, that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic.

2. Leave Donation Form

- This form can be found on the JPS intranet under "Forms and Documents."
- The donor(s) must receive signed approval from his/her supervisor.
- The recipient's signature is also required to certify that all accumulated sick and personal leave has been exhausted.

Please forward all documentation to the General Counsel's Office for Jackson Public School District. This office is in the Central Office Complex located at 662 S. President Street. For further assistance, please call (601) 960-8916.