

## **Paid Leave Transfer**

---

---

<b>Name of Employee</b>	
<b>Number of Days to Transfer</b>	
<b>Employee to Receive Transfer</b>	
<b>Signature</b>	
<b>Date</b>	

You may donate two (2) Paid Leave days per year. An employee may receive not more than twenty (20) days of donated Paid Leave per year.



**Adventist Education**  
**Northern California Conference**