



2023-2024 LOCAL DAY DONATION FORM

Your Name: _____ Employee ID#: _____
LISD
Your Campus: _____ Email: _____

Name of Employee receiving local day(s): _____

Campus of Employee receiving local day(s): _____

***Number of local days you wish to donate:** _____

Reason for donation: (circle one)

Pregnancy/Birth Medical Bereavement Other-please list: _____

If you know the absence dates, please list: _____

***I approve payroll to remove the number of local days noted above.**

Employee Signature: _____ **Date:** _____

Please note: Donated days must be used by the employee within the current school year

PLEASE RETURN FORM AND DOCUMENTATION TO EMPLOYEES BENEFITS:

Mail:	Email:	Fax:	Inter-Campus Mail:
Benefits Office	Rosasa@lisd.net	214-626-1888	Benefits Office
PO Box 217			
Lewisville, TX 75067		Phone: 469-948-8104	

(For Benefits/Payroll offices use only)

Date received from Employee _____ Date sent to Payroll _____

Notes:

Payroll Approval:

Approved by

Date

Days Donated

Date sent to Benefits

Thank you for helping another LISD employee.