



**CAR Transfer Form - For Pedagogues**

I hereby transfer \_\_\_\_\_ days from my C.A.R. to the recipient listed below. I understand that my C.A.R. will be reduced by the above number of days, with the recipient receiving one day for every two days I donate. Prior to this transfer my C.A.R. did not exceed 180 days and after this transfer at least 50 days will remain in my C.A.R.

**DONOR INFORMATION**

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**File #** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**School** \_\_\_\_\_

**Donor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DONOR'S PAYROLL SECRETARY CERTIFICATION**

I have subtracted \_\_\_\_\_ days from the donor's C.A.R. per the above. Prior balance is \_\_\_\_\_  
Present balance is \_\_\_\_\_

\_\_\_\_\_  
**Donor's Payroll Secretary Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUPERINTENDENT'S APPROVAL**

\_\_\_\_\_  
**Superintendent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**RECIPIENT INFORMATION**

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**File #** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**School** \_\_\_\_\_

**RECIPIENT'S PAYROLL SECRETARY CERTIFICATION**

Prior to this transfer the recipient had exhausted all C.A.R. (and option to borrow up to 20 days). I have added \_\_\_\_\_ days to the recipient's C.A.R. per the above.

\_\_\_\_\_  
**Recipient's Payroll Secretary Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINCIPAL'S CERTIFICATION**

The above transfer has been completed.

\_\_\_\_\_  
**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUPERINTENDENT'S CERTIFICATION**

\_\_\_\_\_  
**Superintendent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

1. A copy of this authorization is to be attached to the donor's file and the donor is to receive a copy of the completely executed authorization, including the recipient payroll secretary's certification.  
2. A copy of this authorization is to be attached to the recipient's file.



Department of  
Education

*Dennis M. Walcott, Chancellor*

## **FACT SHEET ON TRANSFER OF SICK LEAVE AMONG TEACHERS IN CASES OF CATASTROPHIC ILLNESS**

- Requests are considered on a one-by-one, ad hoc, bases.
- Transferee must have exhausted all earned sick leave and optional borrowed time.
- Transferor must not have more than 180 days prior to transfer.
- Transferor must not have less than 50 days following transfer.
- One day will be transferred for every two days taken from bank of transfer or (2 for 1 basis).