Eugene Education Association - 4J Personal Leave Relief Fund
Retiree Transmittal Agreement

To: EEA 4J Potential Retirees

From: EEA – 4J Personal Leave Relief Fund Committee

As you prepare to leave the District, please consider donating one day of your unused personal leave to the EEA - 4J Personal Leave Relief Fund. Contributions to the Fund may be used to provide financial assistance when a unit member's family member is experiencing a catastrophic circumstance and the unit member has exhausted all available paid leave. For the Fund to receive the hours, this form must be completed prior to your effective retirement date. Thank you for your contribution and willingness to help your colleagues and members of EEA.

I would like to donate one day to the Personal Leave Relief Fund prior to my retirement. My current FTE is _____

Name (print) _____

Last 4 Digits of your Social Security Number _____ 4J Employee Number _____

Work Site _____ Work site phone # _____

Date your retirement from 4J becomes effective: _____

Signature _____

Date _____

Return this form to: **EEA • 2815 Coburg Road • Eugene • OR • 97408 (via US Mail)**
or
EEA (via District Intra-school Mail)

Revised May 2008