Department of Education
Chancellor Richard A. Carranza

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.

Completed form must be faxed to the Payroll Unit at 718-935-5561.

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).