



# SICK LEAVE BANK NOTIFICATION AND ENROLLMENT

### ***Sick Leave Bank Notification***

Employees of the Logan City School District whose contracts include leave benefits may elect to participate in the District's *Sick Leave Bank* as outlined in Article 7 of the employees' respective *Negotiated Agreement*. Participation in the *Sick Leave Bank* is voluntary.

Employees must notify the Department of Human Resources in writing no later than September 15 of the fiscal year in which they wish to join the *Sick Leave Bank*. Employees hired after September 15 of any given fiscal year, and who elect to participate in the *Bank*, must notify Human Resources in writing within thirty (30) calendar days from the date of initial hire or wait until the next fiscal year to join.

As per *Negotiated Agreement*, "Participating Employees donate one (1) day of annual sick leave each fiscal year until the *Bank* has accumulated at least one-thousand (1000) days; thereafter, no additional days are donated until the *Bank* balance is depleted to five-hundred (500) days. An Employee's participation in the *Sick Leave Bank* automatically renews each fiscal year unless the Employee notifies Human Resources in writing by September 15 of the fiscal year in which the Employee wishes to discontinue participation. An Employee who discontinues participation in the *Bank* may not withdraw days thereafter, even those days which such Employee previously contributed."

### ***Sick Leave Bank Enrollment***

Please enroll me in the District's voluntary *Sick Leave Bank* as outlined in the Logan City School District's *Negotiated Agreements*.

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

School/Location: \_\_\_\_\_ Position: \_\_\_\_\_

***Employee's Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

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<b><i>Human Resources Use Only</i></b>	Employee's Hire Date:
Date received:	Received by:

<b><i>Payroll Office Use Only</i></b>	
Date received:	Entered by: