

SICK LEAVE BANK

YOUR COMMITTEE IS WORKING FOR YOU!!

If for some reason you were ineligible to participate when the Sick Leave Bank was established, you didn't have the leave to donate, you were undecided, or you merely forgot, you now have the opportunity again to join. Joining the sick leave bank is an excellent opportunity to assist you in planning for unavoidable sicknesses that may occur at any time. We are indeed fortunate that our County Council approved this program.

This enrollment opportunity does not affect your current membership. It is intended for those who did not or could not participate initially. If however, you wish to donate additional hours at this time, you may do so. Donations will be accepted at any time.

The minimum donation for enrollment remains eight (8) hours. Please sign and return the form below to the Human Resources Division.

Please note:

***Permanent part-time employees who accrue sick leave shall be allowed to participate on a pro rata basis.*

***Donations will be accepted from non-probationary employees who have worked for the County less than one year.*



I _____ wish to donate _____ hours of _____ leave to the sick leave bank. I understand that donations are non-refundable and that the sick leave committee is responsible for approving/disapproving requests for leave from the bank.

Signature

Date

Department