

SICK LEAVE BANK

COMMITTEE MEETING SCHEDULE

2018-2019

<u>MEETING DATES</u>	<u>Deadline to submit application</u>	<u>MEETING DATES</u>	<u>Deadline to submit application</u>
AUGUST 2, 2018	JULY 31, 2018	FEBRUARY 5, 2019	FEBRUARY 1, 2019
AUGUST 15, 2018	AUGUST 10, 2018	FEBRUARY 19, 2019	FEBRUARY 15, 2019
SEPTEMBER 5, 2018	AUGUST 31, 2018	FEBRUARY 27, 2019	FEBRUARY 22, 2019
SEPTEMBER 18, 2018	SEPTEMBER 14, 2018	MARCH 14, 2019	MARCH 8, 2019
OCTOBER 2, 2018	SEPTEMBER 28, 2018	APRIL 2, 2019	MARCH 29, 2019
OCTOBER 18, 2018	OCTOBER 15, 2018	APRIL 16, 2019	APRIL 12, 2019
NOVEMBER 1, 2018	OCTOBER 29, 2018	MAY 2, 2019	APRIL 29, 2019
NOVEMBER 14, 2018	NOVEMBER 9, 2018	MAY 16, 2019	MAY 13, 2019
DECEMBER 4, 2018	NOVEMBER 30, 2018	JUNE 4, 2019	MAY 30, 2019
JANUARY 3, 2019	DECEMBER 28, 2018	JUNE 17, 2019	JUNE 11, 2019
JANUARY 17, 2019	JANUARY 11, 2019		

EMPLOYEES MUST BE A MEMBER OF THE SICK LEAVE BANK TO APPLY FOR ASSISTANCE

THE APPLICATION FOR SICK LEAVE BANK ASSISTANCE IS ON OUR WEBSITE, WWW.MCPSS.COM

(OUR SYSTEM-HUMAN RESOURCES-RESOURCES-HR FORMS & PROCEDURES-SECTION 3 EMPLOYEE RELATIONS-
"SLB APPLICATION PACKET LOAN/DONATED DAYS")

OR CONTACT YOUR DEPARTMENT CLERK OR SCHOOL BOOKKEEPER/TIMEKEEPER.

1. **YOU MUST SUBMIT A COMPLETE APPLICATION PACKET. FAX (251) 221-6237**
2. **YOU MUST HAVE MEDICAL OR BEREAVEMENT DOCUMENTATION TO SUPPORT YOUR REQUEST AND ABSENT 3 CONSECUTIVE DAYS OR MORE.**
3. **IF BORROWING DAYS, THE NUMBER OF DAYS MUST BE ON THE LOAN APPLICATION OR ZERO.**
4. **IF USING CATASTROPHIC SICK LEAVE TRANSFER AUTHORIZATION FORM(S), ALL REQUIRED INFORMATION MUST BE COMPLETE WHEN RECEIVED IN HR.**

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED.

*******THIS COULD RESULT IN YOUR PAYROLL BEING DOCKED.*******

FOR QUESTIONS, CONTACT THE EMPLOYEE RELATIONS DEPARTMENT

MIA WARD @ 221-4542 FOR EMPLOYEES LAST NAMES A – L OR CENTRAL OFFICE

GRETCHEN LANG @ 221-4528 FOR EMPLOYEES WITH LAST NAMES M - Z OR TRANSPORTATION