

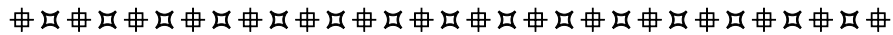
**VOLUNTARY SICK LEAVE BANK**

The open enrollment period for the voluntary sick leave bank is from September 1 through September 15 of each year. Eligibility requirements include the following.

- All employees who are on full time active duty with the district who earn sick leave, and have a minimum of seven days in their sick leave bank at the end of the fiscal year (June 30), are eligible to join the bank.
- To become a member, an employee must complete a membership application leave donation form and contribute one day of sick leave during the enrollment period.

Applications will be accepted during the month of September.

Return this entire letter, with the form at the bottom completed, to the human resource office on or before September 30. The fiscal year for the sick leave bank is July 1 through June 30 of each year.



**LEAVE DONATION FORM**

Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Date of donation: \_\_\_\_\_

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Total sick leaves days accrued:** \_\_\_\_\_