



Olga Hugelmeyer
Superintendent of Schools

October 18, 2018

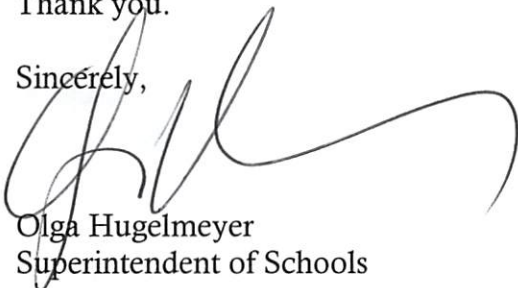
Dear EPS Team Members,

I am pleased to announce that in collaboration with all bargaining units and central office, the sick bank will become effective November 1, 2018.

Upon completion of the attached Sick Leave Bank Donation Form, members can voluntarily contribute accrued sick days into an established reserve. In the event of a catastrophic illness or injury, a member who depleted accumulated sick days, can apply to the Division of Human Resources to obtain sick time from the reserve.

Thank you.

Sincerely,



Olga Hugelmeyer
Superintendent of Schools

OH/bk
Attachment

Office of the Superintendent of Schools



Sick Bank Donation Form

Date Submitted

District Email

School/Location

Title / Grade Level / Position

Name of Employee

Signature of Employee

Affiliation:

I would like to participate in the Sick Leave Bank Pool and I am donating to the pool:

Enter the total number of sick days here _____ (at least 2 days for first year)

I understand the following:

- 1) My accrued balance will be decreased by the amount of the donation stated above.
- 2) This contribution to the Sick Leave Bank is voluntary.
- 3) This donation does not guarantee that I will be granted use of the Sick Bank in the future.
- 4) To remain eligible for the Sick Bank, I must donate at least one day each school year.
- 5) Donated days cannot be returned to accrued balance or at retirement.
- 6) I cannot assign/give days to a specific employee.

Confirmation:

By checking, I agree, I confirm that I have read and understand the rules outlined above. By checking "I agree" I submit my days to the Sick Bank.

Place Initials

I agree

I do not agree

*Please email this form to:
Dori Hasson, Staffing Assistant, in the Human Resources Department.*