

Staff Sick Leave Bank and Staff Emergency Leave Bank Donations

The Staff Sick Leave Bank (the Bank) was established to assist staff members who are unable to work due to serious illness or injury and have exhausted all of their sick leave allowance and a majority of their vacation allowance. The Bank is replenished with donations of accrued sick time from staff members.

In January 2003, the Staff Emergency Leave Bank (Bank2) was established to financially assist staff members who have exhausted all of their accrued sick, vacation and personal time but need to be out of work to care for a seriously ill individual (i.e., child, spouse/partner, parent or other family member who regularly resides with you) or to attend to a personal hardship situation that requires the staff member to be out of work. Bank2 is replenished with donations of personal time or accrued vacation time from staff members.

If you would like to donate hours to either Bank, please complete the form below and return it to Human Resources. Thank you.

Donation Record

I would like to make the following donations:

____ sick time hours to the Staff Sick Leave Bank

____ vacation hours to the Staff Emergency Leave Bank

____ personal hours to the Staff Emergency Leave Bank

Signature _____ Date _____

Office Use Only:

Donation Log _____

ATT Plan _____

Thank you _____