

Benefits of Joining the Sick Leave Bank

An educational authority is authorized by state law to establish a sick leave bank. Full time employees may choose to start and maintain the sick leave bank. Employees deposit sick leave days from their personal sick leave account. These days are pooled and are available for members to borrow upon request for up to fifteen days, if the member runs out of their own days not deposited in the bank. This allows a member not to be docked salary from their absence from work for sickness. Days are paid back to the bank as the member earns new days. The most significant benefit to a member is if the member has a catastrophic illness as defined by law. The member can then request donated days from the sick leave bank anywhere in the State of Alabama Public School System. The donated days do not have to be paid back to the bank. Most members do not see any disadvantage in joining the sick leave bank. However, it is an individual choice whether to join the sick leave bank.

Important Notice:

If you have exhausted all personal and sick leave days available to you, you must complete and submit the attached Request Form to avoid having your pay reduced.

OPELIKA CITY SCHOOLS

AUTHORIZATION FOR SICK LEAVE BANK MEMBERSHIP

Employee's Name (PRINT)

Social Security Number

School

Initial on lines below:

_____ I wish to be a member of the Sick Leave Bank and hereby authorize that five (5) days from my personal sick leave account be placed in the Bank. Have you ever been a member of Opelika City Schools' sick leave bank? Yes () No () If yes, when? _____

_____ I am a new employee and wish to be a member of the Sick Leave Bank, but do not have the required five (5) days. Please credit my sick leave bank account with 5 days {up to five (5)}. I agree that any sick leave days earned up to five (5) will be charged against the days advanced me.

_____ The benefits of joining the Sick Leave Bank listed below have been explained to me but I do not wish to participate in the Sick Leave Bank. I acknowledge that I have this opportunity and two (2) more consecutive open enrollment periods in which I can join. If I choose not to join either of the two (2) other times, I forfeit the right to join permanently in this system.

- Notes:
1. Open enrollment period is the first twenty (20) calendar days of nine (9) month teachers contracts for each scholastic year. Payroll office must receive the Authorization Form by the last day of the open enrollment period. New employees may enroll during the first thirty (30) days of employment.
 2. Withdrawal of enrollment must be in writing and can only be done during the open enrollment period.

Signature

Date

BENEFITS OF JOINING THE SICK LEAVE BANK

An educational authority is authorized by state law to establish a sick leave bank. Full time employees (20 hours or more per week) may choose to start and maintain the sick leave bank. Employees deposit sick leave days from their personal sick leave account. These days are pooled and are available for members to borrow upon request for up to fifteen (15) days, if the member runs out of their own days not deposited in the bank. This allows a member not to be docked salary for their absence from work for sickness. Days are paid back to the bank as the member earns new days. The most significant benefit to a member is if the member has a catastrophic illness as defined by law. The member can then request donated days from the sick leave bank anywhere in the State of Alabama Public School System. The donated days do not have to be paid back to the bank. Most members do not see any disadvantage in joining the sick leave bank. However, it is an individual's choice whether to join the sick leave bank.