

SCS Emergency-Medical Leave Bank Request Form

(Classified Staff)

This application is to be submitted to the superintendent with five days of the staff member's return to work after the relevant absence. All applications must be submitted by the last day of the benefit year.

Name: _____

Dates of absence: _____

Numbers of days requested from the bank: _____

Reason for absence:

**Physician statement verifying reasons must be attached for any days requested for medical

purposes. Signature _____

Date submitted _____

Superintendent's signature _____

SCS EMERGENCY MEDICAL LEAVE BANK DONATION INFORMATION

Classified employees may contribute one of their PTO days to the Emergency Medical Leave Bank. Donations will be made in the Time Reset in the File Maker Pro portal by checking the EMLB box and also by indicating on the master request list that will be available at the first All District Professional Day and at the Business Managers Office. This needs to be done within five days of starting work of the current school year. Employees hired during the year will have five days from their first day of work to donate in the same manner. Donations after the fifth day will not be accepted. Employees must donate every year to be eligible to withdraw from EMLB.