

# Personal Leave Bank Enrollment Donation Form

## ENROLLMENT PERIOD TO BECOME A MEMBER OF THE SICK BANK

August 17  
thru  
October 3

WV Code:  
18-A-4-10(b)

WCS Personal Leave  
Bank  
Policy 4151.1

Must join sick bank on  
a day you actually  
work

Regular Employees  
hired on or after  
October 3 may become  
a member of the Sick  
Bank within 30 days of  
their hire date by calling  
the SEMS Operator

Need assistance?

304-420-9670  
Ext. 111  
304-893-9799  
6am - 2:30pm  
Terry Harris  
SEMS Operator  
taharris@k12.wv.us

To Become or Remain a member you will donate a personal leave day by one of three ways:

1 Call SEMS (304) 699-0278 or (877) 214-9163

2 [www.woodcountyschoolswv.com](http://www.woodcountyschoolswv.com)

Depending upon device being used, you may have to select Explore and/or Menu, then select:

Human Resources tab

WCS Employee Report Absence

3 Unified Talent  
Mobile Phone App

District Code: NLBM



## Steps to follow :

- ⇒ Create an absence
- ⇒ Use Reason Code 16—Sick Leave Bank
- ⇒ **\*\*VERY IMPORTANT STEP\*\*** Is a sub required? Select No
- ⇒ Enter the current date for start & end dates
- ⇒ Scroll down and click Continue
- ⇒ Click Create Absence to obtain your job number
- ⇒ Record your job number and date created below
- ⇒ Keep this form for your records

⇒ Job Number \_\_\_\_\_

Date Joined \_\_\_\_\_