



**PINCKNEY EDUCATIONAL ASSOCIATION
SHORT TERM SICK LEAVE BANK
REQUEST TO BORROW SICK DAYS**

Employee Name: _____

Employee Number: _____

Pursuant to Article 10, Section F of the Pinckney Education Association Master Contract, any Teacher may borrow up to ten (10) days of sick leave from future allocations for an illness certified by a doctor and which occurs within a limited and continuous period from the bargaining group's short term sick bank. All borrowed days must be repaid as outlined in Article 10, Section F.

Number of days being requested: _____ (Maximum Allowed 10 days)

Dates being used for: _____

Employee Signature Date

Human Resources Authorization:

Number of days approved to be borrowed: _____

Human Resources Date

Physician's statement on file: Y / N

Date sick bank borrow processed: _____

Date sick bank paid back: _____