

## SICK LEAVE BANK APPLICATION

Please indicate if you are interested in joining the Stuttgart School District Sick Leave Bank. This application should be returned to Sharon Miller no later than September 1, of current year. Eligibility for Sick Leave Bank is listed at the bottom of this form. Refer to policy for additional guidelines. If you have any questions, please contact your Personnel Policy Representative.

Thank you.

\_\_\_\_\_ I do wish to join/participate and give my permission to be assessed one (1) day if I am eligible.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by Administration Office

### A. Sick Leave Bank Eligibility

1. Certified employees of Stuttgart School District covered by leave policy.
2. Employed at least one full year in the Stuttgart School District.
3. Shall have accrued a minimum of ten (10) sick leave days.

### B. Enrollment

1. Application must be made in writing to the Superintendent's Office
2. Enrollment must be by September 1
3. Each new member will be assessed one day.
4. Enrollment is continuous unless cancellation is made as stated in E of policy.