



# ESSA Sick Leave Bank Committee

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## SLB GRANT REQUEST

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(print name) Date

**GRANT REQUESTS WILL ONLY BE ACCEPTED WITH SUPPORTING DOCUMENTS.  
DOCTORS NOTES MUST STATE YOUR EXPECTED RETURN TO WORK DATE.**

I am requesting a grant from the ESSA Sick Leave Bank. *I understand that I must meet all qualifications as spelled out in the current Negotiated Agreement (See Article 10.4, paragraph i. "Sick Leave Bank", pages 29 -31. I must also send in supporting documentation at the same time I send in my SLB Grant Request and meet all requirements listed below:*  I must be a donating member of the sick leave bank.

- I must have exhausted all accrued sick leave and personal leave or annual leave  I must fall into unpaid leave (LWOP) for at least five working days without the grant.  I must provide a doctor's certificate verifying the need for leave with beginning and return to work dates specified.
- Form is completely filled out and sent in with required documentation.**

I further understand that I am required to provide the same documentation for any use of the Sick Leave Bank to the Human Resources Department as well as the ESSA Sick Leave Bank Committee.

<p><b>I HAVE PROVIDED THE FOLLOWING SUPPORTING DOCUMENTATION WITH THIS GRANT REQUEST:</b></p> <p>Doctor's note Obituary notice Other_____</p> <p>circle one or write in what documentation has been provided</p>
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<b>My first day off of work was:</b>	<b>I expect to return to work on : (REQUIRED DATE)</b>
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<b>My F# is:</b>	<b>My work Location is:</b>	<b>My Job Position is:</b>
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<b>My work hours per day are:</b>	<b>My work week is:</b> Mon-Fri or Sun-Thurs (Circle one)	<b>I work the following:</b> 9/10 months or 12 months (Circle one)
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Mailing Address:	Email Address: personal /school. <b>The one checked most often</b>
Signature:	Contact Phone # :

The SLB committee meets every two weeks on Wednesdays of non-payday weeks. Forms must be received before 5pm on Tuesday, of a non-payday week, in order to be reviewed that week. The SLB Committee will send you an email after they meet to let you know if you qualify and if so, how many hours are granted.

Revised 02/10/2025