

SICK LEAVE BANK OPT OUT FORM

Do not sign unless you have reviewed BOE policy GBGH and are electing to NOT PARTICIPATE in the Sick Leave Bank.

I understand that my OPT OUT decision will remain in effect for the duration of my current employment unless I elect, in writing, to become a member of the Sick Leave Bank during the open enrollment period (annually in September). I further understand that if I have been a member of the Sick Leave Bank and am exercising my OPT OUT Option that I will not receive any of my hours that I had previously contributed to the bank; nor will additional contributions be made to the Sick Leave Bank in my name.

I agree that it is my responsibility to complete the form and return it to Human Resources by October 1 (if I'm a new employee or OPTING OUT during open enrollment) or within 10 days of my hire date (if hired after September 20).

By my signature, I acknowledge that I have read the *Important Benefit Information Fact Sheet*, I understand the benefits of the Sick Leave Bank and when and how to become a member in the future (if I should choose to do so) and I have voluntarily decided to OPT OUT of participation in the Sick Leave Bank.

Name (Print): _____ Date: _____

Signature: _____

Home Phone: _____

Home Address: _____
Street City Zip Code

School/District Location _____ Work Phone: _____

Send to the Business Manager by October 1 or ten (10) days after hire date

Send Original to HSD Business Manager
Make and retain a copy for your personal record

SICK LEAVE BANK OPT OUT FORM

One of your benefits as a Haxtun School District employee is the option of participation in the sponsored Sick Leave Bank.

Benefits:

- ◊ Provides financial protection to the member who has experienced a loss of salary due to a serious medical condition as defined by the FMLA and specified by a physician, which prevents the member from performing his or her job.
- ◊ Up to 45 Sick Leave Bank days may be available to a member who has exhausted his or her individual leave.
- ◊ Additional information about the Sick Leave Bank program is available in the Memorandum of Understanding (MOU).

Becoming a Member:

- ◊ You are automatically enrolled in the Sick Leave Bank.
- ◊ One day, up to 8 hours, of your annual leave will be donated to the Bank based on your full time equivalency (FTE).

Membership is on-going:

- ◊ Membership remains in effect unless you submit a completed Opt Out form during the open enrollment period (annually in September).
In subsequent years, an additional contribution of up to one annual leave day per year may be required.

Opting Out of Membership:

- ◊ Request an Opt Out form from Human Resources.
- ◊ Return the completed Opt Out form by October 1 or within 10 days of your hire date to the Human Resource Department.
- ◊ Opt Out decisions will remain in effect for the duration of your employment unless you elect, in writing, to become a member of the Sick Leave Bank during the open enrollment period (annually in September).