



Sick Leave Bank Enrollment Form Classified

The purpose of the sick leave bank is to extend to members of the bank additional sick leave days should an illness or injury occur as described in the Collective Bargaining Agreement between Salem-Keizer School District and Salem-Keizer Association of Classified Employees, ARTICLE XIII.

Enrollment may take place on or before October 31 of each school year for an eligibility date of November 1st. To join the bank classified employees contribute one individual workday of his/her accumulated sick leave. Annually after that, yearly contributions will be made and limited to the number of days necessary to bring the bank level to one (1) per member of the bank.

- I am a newly hired employee *(if hired after Oct 31, enrollment will be effective Nov. 1 of the following year)*
- Open Enrollment period *(August 15 until October 31st for November 1 effective date)*

I elect to participate in the Salem-Keizer School District Sick Leave Bank and do hereby irrevocably authorize and contribute one work day of my accumulated sick leave to the Sick Leave Bank.

Signature _____ Date _____

Print Name _____ Employee ID# _____

Work Location _____
