

Jordan School District  
Department of Human Resources  
7387 South Campus View Drive • West Jordan 84084  
Phone (801) 567-8150 • Fax (801) 567-8056

**Request for Employee-Funded Sick Leave**  
Licensed DP324 NEG

Name: \_\_\_\_\_ Social Security Number: XXX – XX – \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School/Place of Work \_\_\_\_\_ Assignment: \_\_\_\_\_

Date of Last Hire: \_\_\_\_\_ Total Years with Jordan: \_\_\_\_\_

Year-round School? Yes \_\_\_ No \_\_\_ Track Assignment (if year-round) \_\_\_\_\_

Last working day before leave is to begin \_\_\_\_\_

Employee-Funded Sick Leave Bank is designed for serious, unanticipated, long-term illnesses. Employee-funded Sick Leave Bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contracted time.

In order to be eligible for the Employee-Funded Sick Leave Bank you must have donated one day of sick leave to the Employee-funded Sick leave Bank

Employees are not eligible to participate in the Employee-Funded Sick Bank until 12 months after the date of employment.

Medical certification bearing an original signature from your doctor must accompany this request.

Have you received sick bank compensation during the last four (4) years? Yes \_\_\_ No \_\_\_

Note: Any 2<sup>nd</sup> year employee with less than thirteen (13), or 3 plus year employee with less than fifteen (15) days of accumulated sick leave at the time a long-term absence begins, must pay the cost of a long-term substitute for each day they fall short of the required accumulated days (13 or 15).

I hereby agree to repay any compensation paid from the Employee-funded Sick leave Bank at my daily rate of pay, if I terminate my employment with the district for other than medical reasons before completion of the current and succeeding contract year.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Please Print)