



Intradistrict Communication

DATE: August 1, 2011
TO: All Benefited Licensed Employees
FROM: June LeMaster, Ph.D., Administrator, Human Resources 
Kyle Hansen, Administrator, Human Resources 

SUBJECT: Employee-Funded Sick Leave Bank Opt Out-Licensed

In order to be eligible to participate in the Employee-Funded Sick Leave Bank, an employee must annually donate one day of accumulated Sick Leave into the Sick Bank. The Sick Leave Bank allows an employee to receive up to 120 paid days (*in a four-year period*) while out for a serious health condition, after all of their own leave has been exhausted. 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-contract time. Employees wishing to opt out of participation in the Employee-Funded Sick Leave Bank must annually complete and return this form before September 1st of each year. *First-year licensed employees are not eligible to participate in the Employee-Funded Sick Leave Bank. **Please take the time to read District Policy DP326 NEG, prior to signing this form.*** A copy of this policy is available online at <http://jordandistrict.org/resources/policymanual/index.htm>.

I am requesting to opt out of Jordan School District's Employee-Funded Sick Leave Bank (*First year employees are not eligible to access Sick Leave Bank*). I understand that by opting out of this program, I will not qualify for Employee-Funded Sick Leave Bank benefits during the 2011-12 school year.

Name: _____

Address: _____

City & Zip: _____

School/Location: _____

By signing this form, I understand that I will not be eligible for Employee-Funded Sick Leave Bank Benefits for the 2011-12 school year. This form must be completed and returned to Leslie Taysom in Human Resources before September 1, 2011. If this form is not received in Human Resources by the due date, one day will be donated from my sick leave balance.

Signature: _____ Date: _____