

Sick Bank Request Tutorial

[DP324 NEG – Sick Leave—Licensed](#)

and

[DP326 NEG – Sick Leave—Education Support Professionals](#)

When an employee is experiencing a qualified medical event but does not have enough leave to cover the potential length of absence the employee may choose to apply for sick bank days. A combination of continuous years of service, previous sick bank usage (as determined by policy, the preceding 48 months-licensed/36 months-ESP), and accumulated leave days will be used to determine the number of sick bank days for which an employee qualifies

To apply for Sick Bank days, log on to Employee Access and submit the Sick Bank Request. Once the Leave Benefits Team has received the completed custom form, you receive notification by your Jordan School District email regarding your approval/denial after the next Sick Leave Review Board meeting. The Sick Leave Review Board meets monthly. Prior to completion of this form, it is strongly encouraged to review all District Leave Policies.

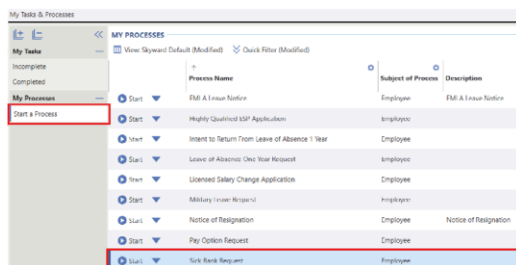
A complete and sufficient medical certification signed by your health care provider must be submitted to Human Resources for all sick bank requests. You are encouraged to use the Certification of Health Care Provider to provide the medical information, which must be returned to the Leave Benefits Team in person, sent through District mail, emailed to leaves@jordandistrict.org, or faxed to 801-567-8054. If you have already applied for FMLA and submitted medical certification through that process, you will not need to submit additional medical information, unless requested.

Questions regarding Sick Bank should be directed to leaves@jordandistrict.org or 801-567-8249.

1 Select "My Tasks & Processes"



2 Click "Start a Process" and select "Sick Bank Request"



3 Open form

4 Fill out form and click Submit Form.

5 Close current tab. Keep going!



6 Last Step: Check the done box and click green check mark