

### **LEAVE ALLOWANCE BANK ENROLLMENT FORM**

In order to participate in the Leave Allowance Bank, an employee must work 20 hours or more per week.

All employees who wish to participate shall notify the Human Resources Office by September 30<sup>th</sup> of each year. If September 30<sup>th</sup> falls on a weekend, the deadline will be the close of business on the Monday immediately following September 30<sup>th</sup>. Participating employees will be assessed one (1) day of leave allowance at the time they join the leave allowance bank. All assessed days will be accumulated in a bank where they will be available to participants who have used all their designated leave allowance days. When the days in the bank have been used, all participants will be reassessed one day, thus the days in the bank will equal the number participating.

An employee withdrawing from the “leave allowance bank” shall notify the Human Resources Office by September 30<sup>th</sup> of each year. If September 30<sup>th</sup> falls on a weekend, the deadline will be the close of business on the Monday immediately following September 30<sup>th</sup>. In case of withdrawal, an employee’s contribution of days to the leave allowance bank stays in the bank.

An employee may use no more than twenty (20) days from the sick leave bank in any given school year.

Both the employer and employees have a substantial interest in insuring that days from the leave allowance bank are used only for legitimate reasons in accordance with the terms of this policy. Every reasonable effort will be made to involve both the employee groups and the employer in counseling employees repeatedly using the leave allowance bank to insure that the appropriate contractual standards are met.

Days from the sick leave bank shall be used only for the illness or medically necessary appointments for the employee and/or the employee’s dependent child. Days from the sick leave bank may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The leave allowance bank shall not be used when an employee qualifies for disability income.

An employee must use all personal leave prior to accessing the leave allowance bank. Please see District Policy 428 for additional details on the Leave Allowance Bank.

By signing below, I am voluntary entering the Northfield Public Schools Leave Allowance Bank.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_