

Education Support Professionals

2107 Laurel Bush Road, Suite 201

Bel Air, MD 21015

Office: 410-838-0800

Dear Sick Leave Bank Member:

Enclosed you will find the two-page Sick Leave Bank Request Form, Physician Statement, Sick Leave' Bank Application Checklist as well as the Sick Leave Bank Rules and Procedures. Both request forms must be filled out completely. You must complete page 1 of the application, while you and your physician must fill out the 2 page Physician Statement. The committee will only review original forms. Please keep a copy for your files.

All available leave (sick, annual and personal business) must be used before the SLB Committee will review the request form. This may mean that you will experience a payroll period that results in a check that is less than the usual amount of pay or a payroll period where you will not receive a check.

The SLB Committee meets monthly on an as needed basis. Both pages of the Sick Leave Bank Request Form, completed in full, will be reviewed by the SLB Committee within two weeks of receiving the application. If a request form is incomplete, it will be returned.

We are pleased to be able to provide this benefit in your time of need. Please contact Mecca Woods, SLB Chairperson, Central Office Payroll Department, should you have any questions.

Sincerely,

Enclosures (4)