

**Seguin Independent School District**  
**SICK LEAVE BANK**  
**FALL ENROLLMENT FORM**  
**2020 - 2021**

(PLEASE TYPE/PRINT THE COMPLETE FORM)

FULL NAME \_\_\_\_\_  
(Last) (First) (MI)

ID# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

FIRST DAY OF EMPLOYMENT \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

ASSIGNED CAMPUS \_\_\_\_\_ POSITION \_\_\_\_\_

# HOURS SCHEDULED WEEKLY (If Applicable) \_\_\_\_\_

(CHECK ONE)

\_\_\_\_\_ **REQUESTING MEMBERSHIP OR WORKING TOWARDS BEING VESTED:** An employee requesting membership in SISD Sick Leave Bank beginning on August 10th, authorizes the contribution of one of his/her Local sick leave days to the Sick Leave Bank. **The enrollment period for the 2020-2021 school year is August 10<sup>th</sup> through October 1.** Personnel employed after the enrollment period must join within thirty (30) days of beginning employment. Contributions must be made in concurrent years. I have \_\_\_\_\_ days prior to this year contributed. (verified by SISD)

\_\_\_\_\_ **NOTICE OF MEMBERSHIP CANCELLATION:** Employee wishes to cancel membership in the Sick Leave Bank effective immediately. I understand the sick leave day(s) I contributed will not be returned to me, and I will not be eligible to use the Sick Leave Bank as of the effective date of cancellation. To re-enroll, employees will start with zero days donated.

\_\_\_\_\_ **NEW EMPLOYEES ONLY** - I DECLINE membership in the Seguin Independent School District Sick Leave Bank for the 2020-2021 school year.

**Eligibility -** All full time employees, ten, eleven, and twelve month personnel, of SISD shall be eligible for membership. Full time status requires a minimum of twenty (20) hours per week.

**Availability -** Sick leave days from the bank are the days (20 maximum) granted to a member who, through an unexpected critical illness, non-elective surgery, injury, or other temporary disability, is unable to perform the duties of his/her position.

Employee must apply to the Sick Leave Governing Committee for approval of days. Only available after all other leave is exhausted.

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