

We are needing a total of 5 representatives to serve on the Sick Leave Bank Committee this year. The committee chosen will serve for 2 years, from September 2020 through August 2022.

The committee will consist of the following:

1 Professional representative from elementary level

1 Professional representative from middle school

1 Professional representative from high school

1 Support staff representative from the elementary, middle school or high school level

1 Campus Administrator, Principal or AP (campus level)

You must be a member of the sick bank and have donated at least **2** years to the sick bank.

If you would like to serve on the sick bank, you will need to fill out a nomination form and sign at the bottom that you are willing to serve. If you do not wish to serve on the committee but know of an employee that would be a good candidate you can nominate them and give the form to your secretary. The secretary will then check to see if the individual is eligible (2 yrs or more) and inform the employee that he/she has been nominated and ask if they accept the nomination. If yes, then employee will then sign the form at the bottom acknowledging the acceptance.

Once all the forms are sent in to HR, Jennifer Trigo and staff will verify all forms and begin the election process. When complete, Jennifer will send the 5 elected members an email and schedule a meeting with the committee. At this time procedures will be addressed with the elected sick bank committee.