

**Twin Falls Public Schools
School District No. 411
201 Main Avenue West
Twin Falls, ID 83301**

FROM: Shannon Swafford - Sick Leave Bank Chairperson

DATE: School Year 2018-2019

RE: *Sick Leave Bank Enrollment*

All regular classified employees (i.e. office staff, paraeducator, maintenance, child nutrition staff, etc.) who have been with the district for six (6) consecutive months are also eligible at this time. Please note that there are different enrollment forms for certified, classified and administrative personnel. If you wish to fill out a sick leave bank enrollment form and fill in your hire date, we can automatically enroll you on your six (6) month anniversary date if you have sick leave available.

Employees cannot request membership after October 31, as per the Sick Leave Bank Guidelines specified in the Collective Bargaining Agreement.

After the membership forms have been filled out, please send to the district office via inner-district mail by **November 1**.

Thanks for your help. If you have any questions please call AnnDee Daniels (x1004).

Bulletin

TO: Classified Staff
FROM: Shannon Swafford - Sick Leave Bank Chairman
DATE: School Year 2018-2019
RE: *Membership in Sick Leave Bank*

If you are not currently a member of the Certified / Classified Sick Leave Bank you may enroll at this time by filling out a membership form. You have the option of contributing 2 - 5 days; however, it requires a minimum of two (2) sick leave days to be a member. Employees who have contributed two (2) or more sick days to the bank are considered permanent members and do not need to donate on an annual basis. Classified employees are eligible after six (6) consecutive months of employment. Enrollment forms are available on line.

Only members may apply for days to be drawn from the Sick Leave Bank.

PLEASE NOTE: Your request for membership form must be returned to the District Office by **November 1**.

School Year 2018-2019

Classified Sick Leave Bank Sign-Up Instructions

To be a qualifying member of the Classified Sick Leave Bank you must...

- have worked for the District for six (6) months,
- Currently have accumulated a minimum of four (4) sick leave days.

Step #1 Fill out the **classified** membership form ...

- donate a minimum of two (2) days, and
- Complete all other requested information.

Step #2 Return completed membership form to the District Office ...

By November 1.

All classified employees hired after this announcement publication will be informed of the Sick Leave Bank and its timeline (6 month anniversary date), at the time of their employment. It will be their responsibility to ask for membership at the six (6) month anniversary of their employment. If the employee chooses to waive membership at the six (6) month anniversary, the next opportunity will be the annual enrollment period. **Please Note:** The only times available to join are at the six (6) month anniversary date and the November 1st date.

To better understand the Classified Sick Leave Bank, please read the Classified Sick Leave Bank Policy and Guidelines attached to the Bulletin Board in your building.

CLASSIFIED SICK LEAVE BANK MEMBERSHIP FORM

I authorize the Twin Falls School District #411 to allocate _____ sick leave days, two (2) to five (5), to the Sick Leave Bank as a condition of initial membership. If the total number of days contributed to the bank proves to be inadequate to sustain operation of the bank, I further authorize the Classified Sick Leave Bank Committee to assess one (1) sick leave day from my annual sick leave to keep the bank solvent. Days contributed become the permanent property of the bank and will not be refunded.

PLEASE NOTE: This form must be completed and on file with the District Office during this open enrollment period or **within ten (10) days, plus or minus, of the date of the six (6) month anniversary of employee.**

NAME (PRINT) _____

HIRE DATE _____

BUILDING _____

DATE _____

SIGNATURE _____

This form MUST be completed and ON FILE with the District Office prior to November 1 for the 2018-2019 school year.