



## VOLUNTARY EMPLOYEE SICK LEAVE BANK APPLICATION

Open enrollment for the 2023-2024 school year is from September 1 through September 29. Return completed forms to the campus/department secretary's office or to the KISD Administration Building to the attention of: Mrs. April Cox, Executive Director of Administrative Services.

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

Employee ID: \_\_\_\_\_

Telephone: \_\_\_\_\_

KISD Email: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

### SICK LEAVE BANK EMPLOYEE COMMITTEE:

Members of the KISD Sick Leave Bank may be elected to serve on the Employee Committee. This committee will meet monthly to review Member requests to use sick leave days. Voting will be by ballot. Please check below if you are interested in serving.

- Yes, I am interested.
- No, I am not interested at this time.

### AUTHORIZATION:

I hereby authorize Kilgore Independent School District to assign **two (2)** of my (*check one*):

- State Days
- Local Days

to become the permanent property of the KISD Sick Leave Bank. I understand that if at any time the number of days in the Bank fall below the number of Sick Leave Bank Members, to continue enrollment for the upcoming school year, I will be required to contribute one (1) day of local or state leave for that school year. I also understand that this membership is voluntary and can be cancelled at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date