O'Fallon District 90
Learning today, leading tomorrow

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SUPERINTENDENT

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Non-Certified Staff Sick Leave Bank

To: New Non-Certified Staff and Non-Certified Staff that would like to enroll in the Non-Certified Staff Sick Leave Bank. Unless specified, **you must be a part of the union to enroll. Please see your building rep for more information.**

The Non-Certified Staff Sick Leave Bank was designed to assist those employees should they have an illness requiring leave beyond accumulated sick leave and personal days. There are specific requirements to be able to withdraw days from the bank and those are detailed in the contract.

Open enrollment in the sick leave bank is available to eligible employees during the 1st and 2nd years of Employment. Employees who opt to not join the sick leave bank during that time will not be able to enroll at a later date and will be considered ineligible for any benefits from the sick leave bank during their tenure of Employment. Staff members must work 28+ hours a week to qualify. See Article X of contract for parameters.

*****New 1st year** Non-Certified Staff, this form should be completed and returned regardless of your desire to join or not join the Sick Leave Bank.***

Below must be completed by all new non-certified staff members and sent to Shauna RIttenhouse at Kampmeyer Elementary. Please complete ALL blanks.
Please return by September 3, 2024.

Employee Name: _____ Position: _____School: _____
Date of hire:_____ I am a member of the non-certified union Yes No
I work 28 hours or more a week: Yes No

I have read the information regarding the sick leave bank.

_____ I wish to join the Sick Leave Bank and authorize the appropriate contributions be deducted from my accumulated sick days. (2 days)

_____ I do not wish to join the Sick Leave Bank.