

**Brownsville Independent School District
Human Resources Department**

**SICK LEAVE BANK
OPEN ENROLLMENT**

**OCTOBER
1st thru 31st 2024**

For New Member Enrollment

You must submit a Contribution Application Form
Exhibit B

And must have one (1) local day available when
withdrawn in November

For All Current Members

Once a current member it is an automatic
enrollment. **No need** to fill out any forms, providing
you have the one (1) local day available when
withdrawn in November

To Discontinue Membership

You must submit Discontinuation of Contribution
form Exhibit C

Submit All Forms To

**Human Resources Department for Processing
Forms can be submitted by walk-in, fax to 956-
504-5636 or via email to mpanzaldua@bisd.us**

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or
genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o
información genética en el empleo o en la provisión de servicios, programas o actividades.

**To All Full-time
BISD Employees, if
you are not a
member!**

**We are here to help
you.**

**If you or an
immediate family
member have a
catastrophic illness,
you may be eligible to
withdraw days.**

**Forms available on
Human Resources
Website or
Department Office
1900 Price Rd. Suite
106**

**For more information
contact
Human Resources
Department**

956-548-8051

956-548-8031