

**Norwalk-La Mirada Unified School District
California School Employees Association
Chapter 404**

SICK LEAVE BANK MEMBERSHIP FORM

Name (Please Print)

Work Site/School

Employee Id Number

Position

- This is to attest that I have read the CSEA Sick Leave Bank Policy of the Norwalk-La Mirada Unified School District and hereby authorize the district to reduce my sick leave balance by (circle one) 1 2 days to become an initial member of the Sick Leave Bank and **one day each year thereafter** to continue my membership. (If no number is circled, then we will deduct one (1) day)
- I understand that **ALL CONTRIBUTIONS TO THE SICK LEAVE BANK ARE NON REFUNDABLE.**
- I understand further, that I must submit a letter of withdrawal to the CSEA President no later than May 31 in order to discontinue my membership thereafter.

Employee Signature

Date

NOTE:

- (1) Open enrollment for new members to the CSEA Sick Leave Bank, is from **May 1 to May 31** with membership taking effect July 1 of the following fiscal year.
- (2) Employees new to the District may enroll into the CSEA Sick Leave Bank **after** they have completed one year as an employee of the Norwalk-La Mirada Unified School District.
- (3) Retiring employees can donate their unused sick leave days at the time of retirement.

Revised 4/2024

CSEA

Sick Leave Bank

Just a reminder that open enrollment for new members to the Sick Leave Bank, is from May 1 to May 31 with membership taking effect July 1 of the following fiscal year. Members need to donate a minimum of one (1) day to join, and no more than two (2) days can be donated if desired. Membership will automatically continue with the transfer of at least one (1) day per year from your sick leave. Retirees can also donate any unused sick days before their retirement date.

The purpose of the CSEA sick leave bank is to assist classified employees, who are active members of the California School Employees' Association (CSEA) Chapter 404, that earn sick leave from the school district; but who have suffered a catastrophic illness or injury and have used up all available leave credits. The intent is to allow employees time to be restored to health so that they may return to work.

If you should have any questions please feel free to contact the CSEA president or refer to the CSEA Master Agreement. A membership form is herewith for your convenience. Please return the completed form to the CSEA President before May 31.

For further information, please reference the CSEA Master Agreement – Sick Leave Bank, Appendix D.