

CERTIFICATED SICK LEAVE BANK

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
333 SCHOENBAR ROAD
KETCHIKAN, ALASKA 99901**

Initial membership shall be established by an initial investment of one (1) day. Days shall be invested on a non-refundable basis by voluntary actions of any employee who wishes to participate in the sick leave bank. When the accumulated bank falls below a figure equal to half the number of participants in the bank, each member shall automatically donate one addition day. Deadline for admission to the sick leave bank is SEPTEMBER 30th or two (2) weeks after employment begins.

Participants in the bank shall be eligible to draw (from the bank) not more then twice the number of days of sick leave the participant has accumulated at the beginning of the school year or twenty-four (24) days whichever is greater. Application for withdrawal of days may be obtained from the building principal's office. Application for withdrawal of days shall be submitted through the building principal to the Central Office. A committee will decide each application on its own merit. Four affirmative votes are needed for approval. The members will receive a written statement of reasons if the application is not approved. Membership in the bank shall be continuous after initial enrollment, provided that following any school year membership may be withdrawn prior to the September 15th deadline.

_____ Participating Member

_____ I Wish to Participate

_____ I Wish to Withdraw

Signature _____

Social Security # _____

Date _____