



Employees may donate a minimum of one day of compensable sick leave to the Sick Leave Bank. For those employees not having any compensable sick leave, non-compensable accrued sick leave may be donated. For employees on less than 100% appointment, one day is determined on the basis of their appointment percentage. An employee who donates must have at least ten (10) days of accrued sick leave remaining for his/her personal use following the donation.

Donations to the Sick Leave Bank must be made during the annual benefits choice period. Participation in the program is then established for the following fiscal year.

Subject to University policies, employees who donate to the Sick Leave Bank under this program will be eligible to request additional sick leave credit in the event that paid leave benefits become exhausted while experiencing a qualifying illness or injury.

Section 1. (To be completed by employee. Please type or print clearly.)

Name: _____ Employee ID Number: _____

Work Phone Number: _____ Department: _____

I voluntarily donate the following number of days of my compensable sick leave to the Sick Leave Bank. I understand that the sick leave I donate will be deducted from my sick leave balance.

Number of Days Donated Signature Date

Section 2. (To be completed by Human Resources Services)

Date Received: _____ Percentage of Appointment: _____ Sick Leave Balance: _____

Request Approved: _____ Request Denied: _____

Reason for Denial: _____

Sick Leave Bank Administrator Date

Participation in the Sick Leave Bank is subject to rules and regulations of the University's Sick Leave Bank Program.

Mail or drop of this form to: Human Resource Service Center, 1515 West Lincoln Highway, DeKalb IL, 61105