**2011-2012**

**Eugene Education Association - 4J**

**Sick Leave Bank**

# Transmittal Agreement

The Sick Leave Bank Committee is directed by the Eugene Education Association to apply guidelines established in the 4J/EEA Collective Bargaining Agreement on matters related to the Bank. (See contract.) The Eugene Education Association manages the paid Sick Leave Bank for 4J certified bargaining unit members. The purpose of the Bank is to grant hours to eligible members in cases of member long-term absence necessitated by illness or injury. It is a voluntary program. All paid sick leave hours contributed to the Sick Leave Bank shall be deducted by the District from the contributor's sick leave account at the time of the contribution. Such contributions are irrevocable and shall remain in the Bank.

**Joining the Sick Leave Bank:** To become a participating member of the Sick Leave Bank, a bargaining unit member must donate no less than 8 sick leave hours based on 1.0 FTE (prorated for part-time members) during one of the open enrollment periods.

**Maintaining membership:** A minimum donation of one day (prorated for part-time members) must be made every two years.

**Additional Contributions:** Bargaining unit members may contribute up to 16 hours per school year.

**Retirees:** Unit members may contribute up to 16 hours prior to PERS retirement

**Indicate the number of days/hours you wish to donate:**

_____ 1 day at my current FTE _____ 2 days at my current FTE _____ 16 hours

Have you previously contributed to the Sick Leave Bank? ___ Yes ___ No ___ Not Sure

Name (print) _____

Last 4 Digits of your Social Security Number _____ 4J Employee Number _____

Work Site _____ Work site phone # _____

FTE for 2011-2012 _____ E-mail _____ @ 4j.lane.edu

Signature _____

Date _____

**Return this form to: EEA • 2815 Coburg Road • Eugene • OR • 97408 (via US Mail )**

**or**

**EEA (via District Intra-school Mail)**

Revised August 2011