

August 2011

**Sick Leave Bank (SLB)
Important Rules Pertaining to Enrollment**

4J Licensed Employees (0.5 FTE and above):

The 4J Licensed-Staff Sick Leave Bank will be operating under the following enrollment procedures for the 2011-2012 academic year. There will be two open enrollment periods during the academic year. The open enrollment periods will be:

- August 30, 2011 – October 31, 2011
- February 1, 2012 – April 6, 2012

The two open enrollment periods will be strictly enforced. Licensed employees hired after the first day teachers report to work will have 90 days from the date of employment to enroll in the 4J Licensed-Staff Sick Leave Bank.

Important SLB Membership Information: To maintain active membership in the SLB, a minimum donation of one day (prorated for part-time members) **must be made every two years.**

Respectfully,

Julie Wenzl
4J Benefits Coordinator and EEA SLB Chair

Dayna Mitchell
EEA President