

**CSEA SICK LEAVE BANK  
Request**

This is a request for use of days from the Sick Leave Bank.

For a full description of the CSEA Sick Leave Bank see the Human Resources website, under Union Contracts. Please submit this request to Debra Mousaw, Human Resources Director for Employee Benefits, Vilas G1, who will bring the request before the Committee.

Days donated are non-refundable. Only members of the bank are eligible to draw benefits. Sick bank days can be used for any approved use of sick leave.

Personal sick leave must be exhausted before drawing from the Bank.

Requests for sick time from the Bank may be made for any absence due to personal illness and for absences due to illness that has been designated FMLA by Human Resources.

Days granted to a member do not have to be returned to the bank; days granted and not used must be returned to the bank.

Benefits will apply only to days on which members would normally have been paid and are paid at the individual's current rate of pay.

**\*From SLU/CSEA Bargaining Unit Agreement: ARTICLE 34, SICK LEAVE: Section 11.**

**NAME** \_\_\_\_\_

**CAMPUS POSITION AND ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **PHONE** \_\_\_\_\_

**HOW LONG HAVE YOU WORKED AT ST. LAWRENCE?** \_\_\_\_\_

**HOME ADDRESS & PHONE** \_\_\_\_\_

**Rev. 9.2011**

**REQUEST: Specify how many days you need, or time period to be covered. Describe the nature of your illness. Provide any information you believe the committee will need to meet your request.**