**Pasadena Independent School District**

 **REQUEST FOR SICK LEAVE BANK DAYS**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School / Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time employed by Pasadena ISD: \_\_\_\_\_\_\_\_\_\_years \_\_\_\_\_\_\_\_\_\_ months

Days absent current school year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I have donated three (3) days of my Local Leave and am a member of the Sick Leave Bank.

Reason for requesting Bank Sick Leave Bank Days:

I have (or will have) used all of my available state and local sick leave days and vacation days (when applicable for this year.)

Number of days I am requesting from the Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Maximum -- 30 days -- employee Maximum – 15 days – family)

Sick Leave Bank Days should begin: \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

 month day year

The above requested days are needed for the reason of injury, surgery or critical illness of self or immediate family member as specifically described.

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To my knowledge this condition did not exist on the day that I joined the Pasadena ISD Sick Leave Bank this year.

**A statement from the physician is attached.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Circle one:** I have / have not previously used the Sick Leave Bank this year.

**THIS FORM MUST BE COMPLETED IN FULL TO BE CONSIDERED, INCOMPLETE INFORMATION WILL RESULT IN A DELAY IN CONSIDERATION.**