



## OPEN ENROLLMENT

November 4<sup>th</sup> –November 15<sup>th</sup>, 2019

<p style="text-align: center;"><b>SICK LEAVE POOL</b> <b>INITIAL ENROLLMENT -OR- TERMINATION FORM</b></p>
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*This completed form must be received in Human Resources no later than Friday, November 15 at 5:00PM.*

*Please do not complete this form if you are currently a member of the Sick Leave Pool and wish to remain enrolled for 2018.*

- I am **NOT** currently enrolled in the Sick Leave Pool, but would like to join for 2020.
- I am a current member of the Sick Leave Pool, and **NO longer wish to participate**, effective 1/1/2020.

**To Qualify & Complete Enrollment:**

1. You must have a total of **two (2) weeks of your own accumulated, unused Sick Leave** on the final payday of the current plan year, December 27, 2019, (combining both “current” and “bank” hours, as shown on your pay stub) in order to qualify for initial enrollment. You only need to “qualify” for this enrollment ONCE – after that, your status in the Sick Pool automatically “rolls over” each calendar year unless you elect to no longer participate. (These hours are only verified; you do not lose them.)
2. You must make an annual “donation” of the equivalent of one day’s sick leave (for most of us – 8 hours). “Donation” hours taken in either January or February, according to the Clerk’s Payroll schedule.

*Note: The donation of Sick Leave Pool hours does not affect the “Perfect Attendance Award.”*

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Print Name

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Signature