



2019 OPEN ENROLLMENT

November 5th –November 16th, 2018

<p style="text-align: center;">SICK LEAVE POOL INITIAL ENROLLMENT –OR- TERMINATION FORM</p>

*This completed form must be received in Human Resources no later than
Friday, November 16 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 2019.*

- Not currently enrolled, I would like to enroll in the Sick Leave Pool for 2019.

- I am a current member of the Sick Leave Pool, and NO longer wish to participate, effective 1/1/2019.

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 (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 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.

Print Name

Signature