

**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, Associate Director of Human Resources, Vilas G2, who will bring the request before the Committee. If you have any questions about submitting a request please see Debra about those.

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.

After you have exhausted personal sick leave, a minimum waiting period of one (1) week (5 working days) must occur before drawing days from the bank.

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. 9.2008**

**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.**