

**Sick Leave Bank and Emergency Leave Bank  
For Maintenance & Operations Employees**

The Maintenance and Operations Sick Leave Bank (the Bank) was established to assist employees who are unable to work due to serious illness or injury and have exhausted all of their sick leave allowance. The Bank is replenished with donations of accrued sick time from Maintenance and Operations employees.

The Maintenance and Operations Emergency Leave Bank (Bank2) was established to financially assist employees who have exhausted all of their vacation and personal time but need to be out of work to care for a seriously ill individual (i.e., child, spouse/partner, parent or other family member who regularly resides with you) or to attend to a personal hardship situation that requires the employee to be out of work. Bank2 is replenished with donations of accumulated personal time and accrued vacation time from Maintenance and Operations employees.

If you would like to donate hours to either Bank, please complete the form below and return it to Human Resources. (Please make sure that you do not to leave yourself short of hours.)

----- *Detach and Return* -----

**Donation Record**

Name *(please print)* \_\_\_\_\_

I wish to make the following donation(s) to the Maintenance and Operations Leave Bank(s):

\_\_\_\_\_ hours of accrued **sick time** to the Maintenance and Operations Sick Leave Bank

\_\_\_\_\_ hours of accrued **vacation time** to the Maintenance and Operations Emergency Leave Bank

\_\_\_\_\_ hours of accumulated **personal time** to the Maintenance and Operations Emergency Leave Bank

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please return the completed form to Human Resources. Thank you for your donation!***