



**Portland Association of Teachers (PAT)
Sick Leave Bank Contribution Form
Portland Public Schools**

This voluntary program is established to help professional educators in the PAT bargaining unit who are suffering from an extended personal illness or injury. Educators who have exhausted their accumulated sick leave may apply for hours from the Sick Leave Bank.

All PAT bargaining unit members are encouraged to contribute sick leave hours in aid of fellow educators. You may contribute up to forty (40) hours of sick leave annually. Employees who have submitted notice of resignation are exempted from this maximum limit. Sick Leave Bank contributions may be made only to the Bank and not to specific individuals.

Please complete the form below and submit it by delivery, U.S. mail, or PONY to Portland Association of Teachers, "Attention Jennifer Dixon".

PLEASE PRINT

Name _____ Employee ID # _____
 (Last) (First)

Address _____
 (Street) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____

Title _____ Dept. / Location _____

I wish to donate _____ hours to the PAT Employees sick leave bank.
 (You may donate up to forty (40) hours of sick leave each year. Employees who have submitted notice of resignation are exempted from the forty (40) hours limit.)

Signature of Employee _____ Date _____

For Human Resources Use Only

Hours Donated _____ *HR Approval* _____

Date Sent Payroll _____ *Note* _____