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 accident. An educator who has exhausted his/her 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 from 4 to 24 hours of sick leave annually. 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 Kelli Williams."

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 a minimum of 4 hours and a maximum of 24 hours)

Signature of Employee _____ Date _____

For Human Resources Use Only

Hours Donated _____ *HR Approval* _____

Date Sent Payroll _____ *Note* _____

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