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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Contribution Form (09.29.17)