

TALLADEGA COUNTY SCHOOLS
EMPLOYEE
AUTHORIZATION FOR SICK LEAVE BANK PARTICAPATION

Employee's Name (print)

Employee's School

_____ I wish to be a member of the Sick Leave Bank.

_____ I have read and agree to the Sick Leave Bank Guidelines.

Employees' Signature

Date

- Note:
1. Open enrollment period is August 1 thru September 15(first semester) and January 1 thru February 15(second semester). Payroll Office must receive the Authorization Form by September 15 or February 15. New employees may enroll during the first (30) days of employment.
 2. Withdrawal of enrollment must be in writing and can only be done between May 15 and June 15 or upon termination of employment.