



Howard County Education Association Sick Leave Bank Enrollment Form

HCEA's Sick Leave Banks—one for teachers and one for education support professionals (ESPs)—provide assistance to employees in case of extended illness or injury. Conditions of enrollment and detailed guidelines for each bank are available at hceanea.org. Annual donations are recommended by the respective Sick Leave Bank Committee and set by the HCEA Board of Directors. Sick Leave Bank membership is continuous, unless revoked in writing prior to the end of the enrollment period of each new school year.

Enrollment Period: Teachers: July 1 to October 31 ESPs: July 1 to October 31

Instructions: Sign and send the original to:
HCEA, 5082 Dorsey Hall Drive, Suite 102, Ellicott City, MD 21042 or via the PONY to "HCEA."

SOCIAL SECURITY NUMBER: _____ - _____ - _____ *Please Print*

EMPLOYEE ID# _____ LOCATION _____

NAME: _____
FIRST MIDDLE INITIAL LAST

ADDRESS: _____
STREET CITY STATE ZIP

HOME PHONE: (_____) _____ WORK PHONE: (_____) _____

POSITION (Check One.)

- Teacher
 ESP

EMPLOYMENT STATUS

- New Employee Hire Date: _____
 Return from leave Type of Leave _____
Dates of Leave: from _____ to _____

DONATION and SIGNATURE

As an employee in the HCEA bargaining unit, I donate the current assessment to the appropriate Sick Leave Bank.

Signature of Member: _____ Date: _____

DO NOT COMPLETE - PAYROLL USE ONLY

Percentage (%) of full time _____ Number of Days Donated _____
Reviewed and Posted by _____ Date Posted _____