

*University of Toledo*  
*Professional Staff Association (PSA)*  
**Sick Leave Donation Form**  
*(Please Print)*

Name of Donor Employee: (Last, First, Middle)

Rocket Number:

Title of Donor Employee:

Department / Location / Mail Stop:

Office Telephone:

Amount to donate: Please check one

- Part Time Employee donate 8 hours (1 day)  
one-time donation to sick leave bank to become a member
- Full Time Employee donate 16 hours (2 days)  
one-time donation to sick leave bank to become a member

I hereby authorize the Payroll/Human Resources Department to deduct from my sick leave balance the number of hours indicated above to be used as sick leave by the Professional Staff Association Sick Leave Bank.

**Please sign and return form to Debra Robertson, Human Resources, MS 205, if you wish to be a member of the Sick Leave Bank. Enrollment forms must be received by January 11, 2008.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_



THE UNIVERSITY OF

**TOLEDO**

## **Professional Staff Association**

# **Sick Leave Bank Open Enrollment**

(See Reverse for form)

It is that time once again to allow employees who have not already enrolled in the PSA Sick Leave Bank to have the opportunity to do so. On the reverse side please complete and return to Debra Robertson MS 205, no later than January 11, 2008.

**What is the Sick Leave Bank?** The Sick Leave Bank is excess sick time hours contributed by PSA members to be used by PSA members who have had a personal catastrophic illness or injury and have exhausted their own vacation and sick time.

**Who is eligible to join the SLB?** Any PSA or classified-exempt employee who has a minimum of 48 hours of personal sick time.

**How do I join?** Complete the form on the other side and return by January 11, 2008.

**Do I have to Join?** No, it is completely voluntary.

**Do I need to Re-Enroll Each Year?** No, your one-time contribution makes you a member

**Can I cancel my membership in the SLB?** Yes. Contact the Chair of the SLB committee.

**How do I apply to use hours?** Contact Human Resources for an Application Form.

**Questions?** Please visit our PSA Web site [www.utoledo.edu/psa](http://www.utoledo.edu/psa) for entire policy guidelines or contact Janyce Tipton at 419.530.6047 with questions.

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