



WASHOE PROFESSIONAL TECHNICAL ASSOCIATION &  
THE WASHOE COUNTY SCHOOL DISTRICT  
SICK LEAVE BANK ENROLLMENT / AUTHORIZATION

Completion and submission of this form will enroll an employee in the Washoe Professional Technical Association (WPTA) Sick Leave Bank and authorize Washoe County School District (WCSD) to deduct one or more days from an employee’s accumulated sick leave balance and add them to the WPTA’s Sick Leave Bank balance. See page 2 for more information about the sick leave bank.

Employees’ participation will automatically continue from year to year unless employees notify WPTA’s Executive Board in writing during the open enrollment period of September 1 - October 5, of their intent to withdraw from the sick leave bank. In the event an employee withdraws from the sick leave bank, any sick leave days donated will not be returned to the employee.

If the sick leave bank balance ever falls below 100 days, WPTA will inform the participants of a special assessment. Such assessment will take place at the earliest possible payroll date. Employees will have the opportunity to withdraw prior to any special assessment.

**Please check one box below to authorize a contribution to the sick leave bank.**

**For new employees and continuing employees during open enrollment:**

I hereby authorize the Washoe County School District Human Resources Department to transfer one (1) day of my sick leave to the Washoe Professional Technical Association Sick Leave Bank, a one-time deduction that will act as my enrollment in the Washoe Professional Technical Association Sick Leave Bank.

**For employees approaching retirement:**

Upon my retirement, I hereby authorize the Washoe County School District Human Resources Department to transfer ten (10) additional days of my sick leave balance to the Washoe Professional Technical Association Sick Leave Bank.

First and Last Name Employee ID Number

Digital Signature Date

Please email this completed, signed form to [WPTA@washoeschools.net](mailto:WPTA@washoeschools.net) and to your Human Resources representative in order to contribute days to the WPTA Sick Leave Bank.

## PURPOSE

The Washoe Professional Technical Association has created this sick leave bank to assist employees who have profound long-term illness or disabilities and who have exhausted their accumulated sick leave, administrative leave, and vacation days.

## ELIGIBILITY

Sick Leave Bank Enrollment/Authorization forms can only be accepted during the open enrollment period of September 1- October 5. The exception is for new hires that shall have 30 days from their employment date in which to enroll and for employees within 30 days of retirement from the district.

All employees covered by the Negotiated Agreement of the Washoe Professional Technical Association, including Confidential employees, may become members of the sick leave bank by voluntarily contributing one (1) sick leave day for the establishment and operation of the Bank. Employees do not need to be WPTA members in order to participate in the sick leave bank.

Only individuals who have contributed to the bank are eligible to withdraw days from the sick leave bank.

## ASSISTANCE

Employees must have exhausted their accumulated sick leave, administrative leave, and vacation days.

Employees who wish to apply for assistance from the sick leave bank shall complete and submit a Sick Leave Assistance Application to the WPTA Executive Board.

Responsibility for determining who may withdraw days from the Sick Leave Bank rests exclusively with the WPTA Executive Board . The Association holds the district harmless in the event of any action by an employee relative to use of the sick leave bank.

At the end of each fiscal year, all days in the bank will be carried over to the next fiscal year.

For complete information pertinent to the Sick Leave Bank please see the Negotiated Agreement between the Washoe Professional Technical Association and the Washoe County School District, Article 12.5.