

Sick Bank Leave Request  
Return to Sue Yee at THS

[yees100@hotmail.com](mailto:yees100@hotmail.com) / 734-692-4528 (school) /734-676-2731 (home)

Name: \_\_\_\_\_

Email that you will be using while on leave: \_\_\_\_\_

Building and Grade Level/Assignment: \_\_\_\_\_

Explanation of Illness or Disability: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Beginning Date of Leave: \_\_\_\_\_

I have \_\_\_\_\_ sick days available.

(Check with Building Secretary)

This will take me to \_\_\_\_\_.

(Date of Last Available Sick Day)

I will need the Union sick bank to begin on \_\_\_\_\_.

If you anticipate taking a family leave, please notify me of the exact date your family leave will begin. ( \_\_\_\_\_ ).

Date Family Leave Begins

**\*\*\*Attach your doctor's note to this form. The doctor's note should include: Illness or disability, first day of leave and returning date.\*\*\***

(This may be a copy of the note you submit to Human Resources OR we will forward this note to Human Resources for you.)

Signature of Employee \_\_\_\_\_

**\*\*\* Do not write in the spaces below \*\*\***

Approval: \_\_\_\_\_

(Sick Bank Committee Chairperson)

Approval from Committee Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Update Information:

Birth of baby: \_\_\_\_\_ Days excused by Dr. note: \_\_\_\_\_

Date Family Leave begins on: \_\_\_\_\_

Returned to work on: \_\_\_\_\_

Total days used from Union Sick Bank: \_\_\_\_\_