

THE UNIVERSITY OF MONTEVALLO

SPRING 2023 SICK LEAVE BANK MEMBERSHIP APPLICATION & CANCELLATION FORM

The Current Enrollment/Cancellation Period is April 3, 2023 to April 21, 2023.
Forms must be received in the Human Resources Office (**Will Lyman House, Station 6055**)
by April 21, 2023. Please email completed form to HR@montevallo.edu

Membership changes are effective May 1, 2023

If you are already enrolled in the Sick Leave Bank and wish to continue your membership, no action is necessary.

I have read and understand the Sick Leave Bank Policy and am aware of the ramification of my participation in this program including how any donation I make to the Sick Leave Bank could affect my retirement benefits.¹

I attest that I have the combined minimum of sick and/or vacation leave (**40 hours**) necessary to enroll in the Sick Leave Bank and have completed one (1) year of continuous service to the University. I understand that hours donated to the Sick Leave Bank will be subtracted from my accrued sick leave. All donations to the Sick Leave Bank become property of the University of Montevallo Sick Leave Bank and cannot be returned under any circumstance, including the cancelation of my membership in the Sick Leave Bank.

My authorization to have **8 hours** (or prorated amount if I am a part-time employee, less than 100%, FTE) deducted from my sick leave/vacation accrual for donation into the Sick Leave Bank is verified by my signature and the information below. I understand that **8 hours** will automatically be deducted annually from my sick leave accrual unless I notify HR of my desire to cancel my membership during the enrollment/cancellation period.

Please check one of the following:

_____ I wish to join the sick leave bank

_____ I wish to cancel my membership in the sick leave bank

Print Name: _____

M Number: _____

Supervisor: _____

Campus Phone: _____

If less than full-time, FTE: _____ Prorated donation if less than full time _____

Signature: _____ Date : _____

¹ Employees are reminded that unused sick leave may be applied toward creditable service under Tier I of the Teachers' Retirement System of Alabama. A maximum of 12 days for each year of credited service may be applied toward retirement credit. Employees should consider the financial impact of losing Teachers' Retirement System creditable service before enrolling in the Sick Leave Bank. Under no circumstances will leave time deposited in to SLB be reinstated or transferred back to the participating employee for any reason, including for retirement plan purposes.