

REQUEST FOR LEAVE BANK DAYS

Form revised 7/1/2018

How to request days from the Leave Bank:

1. Complete this "Request for Leave Bank Days" form.
2. Submit the form and doctor's notes to the PISD benefits office prior to your paycheck being docked for the absences.

Please note: Requests received for days which have already been docked will not be granted.

Please Print:

Employee Name: _____

Employee ID#: _____

School/Department: _____

Please consider my request for Leave Bank Days in accordance with district policy DEC(Local) and administrative guidelines.

Employee's Signature

Date

Leave Bank days may be granted for the following reasons. The absence must be at least 5 full consecutive work days for the same situation, and for which you do not have enough accrued leave.

- *employee's illness*
- *employee's maternity leave* (only available during medically-necessary bed rest and during the first 6 calendar weeks after delivery – longer absences require documentation as either employee or family illness)
- *family member's illness* (family member is defined in policy DEC(Local))

Leave Bank days are not available for the following:

- *bereavement/funerals*
- *adoption*
- *personal business*
- *family emergency*
- *workers' compensation*
- *paternity*
- *absences shorter than 5 full consecutive work days*
- *absences already docked on your paycheck*
- *requests for which complete documentation is not provided*
- *any remaining maternity leave taken beyond duration limit in administrative guidelines*

Refer to Administrative Guidelines for more information.

Please Note: Genetic information should not be provided on any medical certification forms submitted to the district. Any genetic information inadvertently submitted to or received by the district will be handled in compliance with the Genetic Information Nondiscrimination Act (GINA) of 2008.