

Portland Public Schools is an equal opportunity and affirmative action employer.

ATU SICK LEAVE BANK APPLICATION FORM

Name _____ Employee ID: _____

Address _____ Phone: _____

Work Site _____ Position Title: _____

Emergency Contact Name/Phone: _____

Attending Health Care Provider Name/Facility: _____

I am requesting _____ days of sick leave bank (Not to be less than 5 days or more than 20 days)

Answer the following :

	<u>Yes</u>	<u>No</u>
1. I anticipate exhausting all applicable paid leave balances	%o	%o
2. I have an extended/recurring illness/injury	%o	%o
3. I am under a physician's care	%o	%o
4. My illness/injury is work related	%o	%o
5. I will not receive disability benefits while covered by sick leave bank hours	%o	%o

I certify that the above information is true to the best of my knowledge .

(Signature of Employee or Guardian)

(Date)

Next Steps:

1. Submit your request to: PPS Human Resources 501 N Dixon St. Portland, OR 97227, Fax 503-916-3107, or e-mail leave@pps.net
2. Applications for sick bank are considered for approved leave and require a medical certification from your provider.

Approved: Maximum hours granted _____ (unused hours are returned to the bank)