



ISTC SICK LEAVE BANK

Notice of Resignation From the Sick Leave Bank

I, _____ HEREBY TERMINATE MY PARTICIPATION IN THE J. F. INGRAM STATE TECHNICAL COLLEGE SICK LEAVE BANK. I AM REQUESTING THAT THE TWO (2) DAYS I DEPOSITED IN THE BANK BE RETURNED TO MY PERSONAL SICK LEAVE ACCOUNT.

Date

Signature

*Note: One (1) copy of this form must be sent to the chairperson of the ISTC Sick Leave Bank Committee
One (1) copy of this form must be sent to the ISTC business office, who will notify the President
One (1) copy should be retained for the employee's records.*