



ISTC SICK LEAVE BANK

Application for Loan

Days from the Sick Leave Bank shall not be awarded until all accumulated personal, sick and compensatory leave days in the employee's personal account have been exhausted. All loans are subject to the approval and rules of the Sick Leave Bank committee.

PLEASE PRINT

Employee Name (Contributor)

Immediate Supervisor's Name

Number of days requested from the Sick Leave Bank: _____

Effective Date(s) of request:

Starting date: _____

Ending date: _____

Reason for Leave:

FOR SLB COMMITTEE USE

_____ Original request

Days awarded by SLB _____

_____ Request for extension of loan

Signature of SLB Committee Chair

Date

_____ Copy sent to payroll office

_____ Copy sent to applicant

Send this application to the Sick Leave Bank Committee Chairperson in care of the ISTC Payroll Office