



**HOWARD COUNTY**  
EDUCATION ASSOCIATION

# Howard County Education Association Sick Leave Bank Enrollment Form

HCEA's Sick Leave Banks, one for certificated staff and one for education support professionals (ESPs), provide assistance to employees in case of extended illness or injury. Conditions of enrollment and detailed guidelines for each bank are available at [hceanea.org](http://hceanea.org). Annual donations are recommended by the respective Sick Leave Bank Committee and set by the HCEA Board of Directors. Sick Leave Bank membership is continuous, unless revoked **in writing** to HCEA prior to the end of the enrollment period of each new school year. Members returning from a HCPSS approved leave of absence must complete this enrollment form and agree to be subjected to the assessment for the current year.

**Enrollment Period:** September 1 to October 31

**Instructions:** Complete, sign, and return via email, mail, or PONY: HCEASLB@MSEANEA.ORG  
5082 Dorsey Hall Drive • Suite 102 • Ellicott City, MD 21042 or via the PONY to "HCEA"

EMPLOYEE ID# \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

NAME: \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME /CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_\_) \_\_\_\_\_

POSITION: (check one)  Teacher  ESP

EMPLOYMENT STATUS: (check one and complete requested information)

New Employee: Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Return From Leave: Type of Leave \_\_\_\_\_ Dates of Leave: from \_\_\_\_\_ to \_\_\_\_\_

### Membership and Donation Agreement

I hereby agree to join the Sick Leave Bank and be subjected annually to the determined assessment. I understand that this agreement is voluntary and is not a condition of employment with the Board of Education.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

### DO NOT COMPLETE - PAYROLL USE ONLY

Percentage (%) of full time \_\_\_\_\_ Number of Days Donated \_\_\_\_\_

Reviewed and Posted by \_\_\_\_\_ Date Posted \_\_\_\_\_

\*Revised 09/08/2020