

Montezuma-Cortez School District RE-1

Request for days from the Sick Bank

Print Name

Today's date

Sick Bank Committee:

This is my formal request to take days from the Sick Bank. I am currently experiencing the following situation:

My last date worked is/will be: _____

My estimated date to return to will be: _____

At this time I am requesting _____ days from the Sick Bank. If I need more than the requested number of days, I will contact Human Resources so they may notify the Sick Bank Committee of my additional request. I understand that any number of days I have requested from the Sick Bank will be returned to the Sick Bank if they are not used.

*Please return to Human Resources along with a doctor's note relevant to the situation

Signature

Date joined Sick Bank: _____