Sick Leave Bank

To bridge the gap when you need it most. Helping hands - helping each other.

ENROLLMENT BEGINS
MONDAY, OCTOBER 22, 2012

Florida Institute of Technology Office of Human Resources will conduct enrollment for participation in the Sick Leave Bank (SLB) October 22 – October 31, 2012. The purpose of the SLB is to develop a “bank” of donated sick leave to provide help to people in crisis who have exhausted their leave.

A few highlights of the program:

• Sick Leave Bank membership is completely VOLUNTARY
• Must be an enrolled member of the Sick Leave Bank to request leave from the bank
• Enrollments are accepted during two periods each year, the last ten days of April and October
• Upon enrollment, each person will provide an initial donation of 16 hours to the SLB
• Your sick leave balance must be 96 hours or more to enroll
• The SLB will not take any donation of your leave that will reduce your sick leave balance below 80 hours
• Subsequent donations will be required if the bank total falls below 100 hours – but the SLB will not reduce your balance below 80 hours

Enrollment for participation in the Sick Leave Bank is
October 22 – October 31, 2012

Enrollment Forms, full instructions, and program details will be available on our website.  
http://www.fit.edu/hr/benefits/#sick-leave