

## 12. Sick Bank

December 2017

All Sick Bank policies and the HIPPA form are located on the REA website, [www.readingea.com](http://www.readingea.com)

Please send your paperwork **DIRECTLY** to the REA Office. Please do not contact HR about any Sick Bank inquiries. Sick Bank is operated by REA, not RSD, or PSEA. Paperwork may be sent via email, fax, or interoffice mail if you are not able to bring it directly to the REA Office. If you choose to send any forms via interoffice mail, it is recommended you send a “heads up” email to Priscilla, the Office Manager, and to me if you wish, to let us know that paperwork has been submitted. The REA Office does not receive interoffice mail on a daily basis.

Have a healthy holiday season ☺

Respectfully submitted,

Jennifer C. Mazur  
Sick Bank Chairperson