

12. Sick Bank
February 2018

All Sick Bank policies and the HIPPA form are located on the REA website, www.readingea.com

Please remember to refer to the Sick Bank policies regarding submission of paperwork. It is the employee's responsibility to submit all paperwork to the REA Office. Sick Bank requests are not able to be acted upon until a complete packet is submitted.

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. 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, is it recommended you send a "heads up" email to Priscilla, the Office Manager, or to me, to let us know that paperwork has been submitted. The REA Office does not receive interoffice mail on a daily basis.

Respectfully submitted,

Jennifer C. Mazur
Sick Bank Chairperson