

12. Sick Bank

May 2018

If you are a Sick Bank member and would like to resign from Sick Bank, please adhere to the following procedure, as outlined in the Sick Bank policy:

Membership and Resignation:

2. Enrolled members may resign only upon written notice to the Sick Bank Committee between May 1st and the last day of the school year, unless the resignation period is extended by the committee. Members will be notified in writing if the resignation period is extended. The form is available on the REA website, www.readingea.com. Resignation forms must be submitted directly to the REA office. Please send them to office@readingea.com.
3. If a member uses Sick Bank in a given year, he or she must remain a member of the Sick Bank for an equivalent period of time – not less than one (1) additional year for every ten (10) days used if the member is not in his or her first five (5) years of membership

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, it is 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.

The Sick Bank will need two (2) members for the Sick Bank Committee for the 2018-2019 school year. If you are a member of Sick Bank and are interested in serving on the Committee, please submit your name to the REA Office.

Respectfully submitted,

Jennifer C. Mazur
Sick Bank Chairperson