

Sick Bank
May 2017

If you are a Sick Bank member and would like to resign from Sick Bank, please submit your written form after May 1st. Resignations are only taken from May 1st through the last teacher day of the school year. If you have used Sick Bank during the 2016-2017 school year, please note that you must remain a member of Sick Bank per the current Sick Bank policy. This information can be found under the section "Membership and Resignation". It is item number three (3).

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

Respectfully submitted,

Jennifer C. Mazur
Sick Bank Chairperson