

# HUDSON PUBLIC SCHOOLS

## SECRETARIAL SICK LEAVE BANK ENROLLMENT FORM

Pursuant to the Collective Bargaining agreement with the Hudson School Secretarial Association, “A sick leave bank shall be established for the exclusive use of those employees who have exhausted their accumulated and annual sick leave and who were enrolled in the bank.”

- I understand that I am eligible to join the bank only once per year, by September 30<sup>th</sup>, and failure to exercise my opportunity to enroll on or before that date shall mean that I must wait until the next September first in order to enroll.
- I understand that I must have a threshold figure of twenty (20) days accumulated sick leave as of September 30<sup>th</sup>, before becoming a “member”.
- I also understand that membership shall continue from year to year, unless I submit a written notice of withdrawal to the superintendent on or before Sept. 30<sup>th</sup> of any year.

**Employee Name:** \_\_\_\_\_

**Location:**

- Administrative Building     Farley     Forest     Mulready     Quinn
- Hudson High School

**I voluntarily** wish to participate in the Hudson Public Schools Secretarial Sick Leave Bank and will email the Superintendent, Marco Rodrigues at [mrodrigues@hudson.k12.ma.us](mailto:mrodrigues@hudson.k12.ma.us) and HR, Emily Osborne at [enosborne@hudson.k12.ma.us](mailto:enosborne@hudson.k12.ma.us) that I authorize the transfer or donation of two (2) days of my annual sick leave in order to fund the bank and become a member.

**I do not** wish to participate in the Hudson Public Schools Secretarial Sick Leave Bank

Please send your completed forms to Human Resources at [enosborne@hudson.k12.ma.us](mailto:enosborne@hudson.k12.ma.us)