



A Union of Professionals

Dear Sick Bank Member,

We are pleased that you decided to join the Sick Bank. In addition, we will be glad to assist you with any future questions or concerns. At your convenience, please review the Sick Bank Procedures below. Best of luck in your career!

Sincerely,
Kristen Rauber
Sick Bank Chair

USCEA SICK BANK PROCEDURES

- 1) Review the attached rules and regulations for sick bank days requested
- 2) Have your treating physician complete and sign the attached Physician's Medical Report form. Then, return the form immediately to the Sick Bank Chair.
- 3) Return the completed and signed Physician's Medical Report Form to Kristen Rauber c/o Eisenhower Elementary, as quickly as possible.
- 4) The Sick Bank Committee will review your paperwork and notify Diane Mariano-Rodi, Benefits Coordinator, if you qualify or not for the use of sick bank days.