

# **EDUCATION SUPPORT PROFESSIONALS**

## **(Classified)**

# **SICK LEAVE BANK ENROLLMENT**

October 1-31 is open enrollment for ALL Educational Support Professionals (ESPs/Classified) who wish to participate in the Sick Leave Bank. If you have enrolled in the past you do not need to re-enroll.

To be eligible you must have been employed by Washoe County School District for one (1) year and in a position that accrues sick leave. One day of your accumulated sick leave will be withdrawn from your account. An employee enrolling in October is not eligible to receive assistance from the Bank until after January 2, 2023.

Please fill out the attached form, sign and date it. Either email it or you may fax it to 333-5118. Do not send it to Human Resources. The form must be turned in by October 31, 2022.

If you have any questions, please send an email to WESP at [WESP@washoeschools.net](mailto:WESP@washoeschools.net) (Subject - ESP Sick Bank Committee)

## EDUCATION SUPPORT PROFESSIONALS

### WASHOE COUNTY SCHOOL DISTRICT HUMAN RESOURCES

#### WESP SICK LEAVE BANK PARTICIPATION/AUTHORIZATION

I understand, that for me to participate in the Classified Sick Leave Bank Procedure, I must have been employed by Washoe County School District for one (1) year. I also understand that upon initial enrollment in the bank in October, I am not eligible to receive assistance until January 2.

I hereby authorize the Washoe County School District Human Resources Division to transfer one (1) day of my sick leave to the Classified Sick Leave Bank. I also authorize that in the event the total number of hours in the sick leave bank ever falls below 480 hours, the Human Resources Division may transfer one (1) day of my sick leave to the Classified Sick Leave Bank.

I understand that my participation will automatically continue from year-to-year unless I notify the Sick Leave Bank Committee, in writing, during the open enrollment period of October 1<sup>st</sup>-31<sup>st</sup>, of my intent to withdraw.

In the event I withdraw, I understand the sick leave days I have donated will not be reinstated to me.

Please make a copy for your records and forward a copy to WESP (ESP Sick Bank Committee) [WESP@washoeschools.net](mailto:WESP@washoeschools.net) OR mail to the ESP Sick Leave Bank Committee at the Washoe Education Support Professionals (WESP) office, located at 1890 Donald St., Reno, NV 89502. The telephone number for the WESP office is (775) 398-1320. **DO NOT SEND FORM TO THE HUMAN RESOURCES DIVISION.**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
School/Work Location

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date