

Please return to:
Human Resources, 165 Administration Bldg. or e-mail to *hrservicecenter@memphis.edu*

Name _____

Banner ID _____

Title _____

Office phone number _____

Department _____

Employment date _____

Regular full-time employee _____

Regular part-time employee _____

1. A copy of the sick leave bank plan and regulations have been made available to me, and I am aware of the contents.
2. I understand that in order to join the bank, 22.5 hours (three days) of sick leave will be assessed and shall be non-refundable and non-transferable.

Signature

Date

FOR HUMAN RESOURCES ONLY

Sick leave balance _____ hours as of _____

Assessed _____

New balance _____

Enrollment date _____

Human Resources Representative

Date