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CONTRIBUTION FOR NEW EMPLOYEE

(DUE: 1 month from appointment start date)

1. A pool may be established and maintained by the voluntary contributions of accrued sick leave days by academic and classified administrators (management employees). Only administrators will be eligible for benefits from the pool. The pool provisions that follow.

2. Contributions to the Academic and Classified Administrators' Sick Leave Bank shall be made near or at the beginning of any college year in which the balance is less than 75 days. Additional calls for contributions may be made whenever the balance is less than the current demands upon the bank. Contributions may also be accepted from employees newly appointed to administrative positions whose initial hire date as administrator falls between calls for contributions.

3. Academic Administrators may voluntarily contribute from their accrued sick leave no less than three (3) days per call; Classified Administrators may voluntarily contribute from their accrued sick leave no less than twenty-four (24) hours per call.

Resolution 14102B-d-201 was adopted By the Special Trustee to include Classified Administrators in the Academic and Classified Administrators' Sick Leave Bank. The resolution shall be effective from the date of adoption.

ADMINISTRATOR'S CONTRIBUTION

Name: _____ I.D.#: _____

Call for Contributions.

(Note: Three days / 24 hours is the minimum contribution.)