

05/10/00

## CATASTROPHIC SICK LEAVE REQUEST GUIDELINES

1. You must write a letter and include the following:
  - Your name, address and phone number, position, school location, years in the District
  - History of why you are out of your own leave
  - State the reason you are requesting leave now (be thorough in your description)
  - Be specific in the number of days you are requesting
  - A doctor's note must be attached **listing a medical reason and the diagnosis of how long your doctor thinks you will need to be off work.**
2. The Sick Leave Bank Committee reserves the right to contact your principal.
3. The Sick Leave Bank Committee will be given 5 working days notice before meeting. When a decision has been made, you will be contacted by phone and then a letter of verification will be mailed to you.