



## Scottsboro City Schools Sick Leave Bank – Application for a Loan

**I. Directions**

Submit this completed application to the Payroll Clerk. Days from the Sick Leave Bank may not be awarded until all accumulated sick leave days in the personal account have been exhausted. Loans are made to Sick Leave Bank members under the guidelines of the *Employee Leave Laws of Alabama Public School Employees*.

**II. Application**

I request a loan of \_\_\_\_\_ days from the Sick Leave Bank, to take effect for the time period of \_\_\_\_\_ through \_\_\_\_\_. I certify that I have either already exhausted all other forms of paid leave or that I will exhaust all other forms of paid leave during the period stated above. I understand that I must attach a letter signed by a licensed physician (if for sickness) or an obituary (if for attendance at a memorial service or funeral). I also understand that I am expected to repay this loan on a monthly basis as I earn sick leave.

**III. Reason for Loan Request**

---

---

---

**IV. Attach Supporting Documentation**

**V. Employee's Printed Name** \_\_\_\_\_

**VI. Employee's Signature** \_\_\_\_\_

**VII. Date** \_\_\_\_\_