

Norah Merritt  
*Executive Director of Human Resources*

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DATE:  
TO: Human Resources Department  
FROM: **BFA Sick Bank Committee**  
RE: Authorization of Sick Bank Days - Employee: \_\_\_\_\_

We, the members of the Dutchess County BOCES BFA Sick Bank Committee, hereby authorize to fund the above employee with \_\_\_\_\_ days of salary as follows:

\_\_\_\_\_ Personal Leave day(s) to cover the following period of time:  
\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Other day(s) (ie. contractual holidays) to cover the following period of time:  
\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ BFA Sick Bank day(s) to cover the following period of time:  
\_\_\_\_\_ to \_\_\_\_\_

According to the BFA Sick Bank Guidelines, all accumulated sick leave and personal days are to be used prior to funding any sick bank days. In the event days are returned through Worker's Compensation procedure, the days will be returned to the bank.

**Committee Members (Signatures):**

\_\_\_\_\_  
Nancy Arciuolo

\_\_\_\_\_  
Sue Moraca

\_\_\_\_\_  
Paula Goehring

\_\_\_\_\_  
Norah Merritt

cc: Employee  
Sick Bank Committee Members  
Benefits, Payroll, Attendance  
Personnel File  
m:\sick banks\sick bank 2016-2017\bfa sick bank\bfa sick bank authorization nm.docx

Dutchess County Board of Cooperative Educational Services  
Administrative Offices: 845.486.4800  
[www.dcboces.org](http://www.dcboces.org)