

Norah Merritt  
*Executive Director of Human Resources*

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

We, the members of the Dutchess County BOCES SSA 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 \_\_\_\_\_

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

According to the SSA 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):**

\_\_\_\_\_  
Jaime Keener

\_\_\_\_\_  
Sherre Wesley

\_\_\_\_\_  
Celia White

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

cc: Employee  
Sick Bank Committee Members  
Benefits, Payroll, Attendance  
Personnel File

M:\SICK BANKS\Sick Bank 2014-2015 NM\BFA - 14-15\SSA Sick Bank Authorization NM.doc.docx 10-14-14

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