

Norah Merritt, Ph.D.  
*Executive Director for Human Resources*

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

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

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

According to the ASA 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):**

\_\_\_\_\_  
Rebecca Gerald

\_\_\_\_\_  
Michael Skerritt

\_\_\_\_\_  
Amy Carr

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

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

M:\Forms - All HR Forms\Website - Sent to CGR\Sick Banks\ASA\ASA Sick Bank Authorization 9-14-21.doc