

**WESTFORD PUBLIC SCHOOLS
SICK BANK --- TEACHER ASSISTANTS
2016-2017**

Article XV-Sick Leave Bank

Section 3

Effective July 1, 2016, every employee will have one sick day removed and deposited in the sick leave bank upon the beginning of their third year of service with the Westford Public Schools. The removed day will automatically enroll an employee into the WEA Sick Bank. In order to opt out of the sick bank, employees must submit a written request by June 30 of their second year to the WPS Human Resources Department and the WEA. Current employees who are not members will automatically be enrolled and a day will be removed unless they opt out by June 30, 2016.

An effective date of October 1, 2016 and not June 30, 2016 will be the deadline for the 2016-2017 school year only. This effective date change is due solely to the fact that the date of June 30, 2016 had passed prior to the signing of the July 1, 2016 – June 30, 2019 agreement.

It is agreed that all Teacher Assistants will complete this form for the 2016-2017 academic year in order to have a starting point of this process.

I, _____ authorize Westford Public Schools to deduct from my accumulated sick days one (1) day to be donated to the Sick Bank as outlined in my contract.

I, _____ choose **not** to donate one (1) accumulated sick day to the Sick Bank as outlined in my contract.

I, _____ am currently a member of the Sick Bank and began donating prior to the 2016-2017 academic year.

Signature

Date

Position

School

Updated 8/25/2016