

**HOOVER CITY SCHOOLS SICK LEAVE BANK
APPLICATION FOR A LOAN**

Days from the Sick Leave Bank shall not be awarded until all accumulated sick leave days in the personal account have been exhausted. All loans are subject to approval/disapproval by the Sick Leave Bank Committee.

PLEASE PRINT

Employee's Name

Social Security Number

School/Department

Position



Number of days requested from the Sick Leave Bank _____

Effective Date of Request: Starting Date _____ Ending Date _____

Reason for leave: _____

How many years of service have you had with the Hoover Board of Education? _____

Applicant's Signature

Date
