



August 8, 2019

Dear Educator:

The important program enclosed for your consideration is the Palm Beach County Classroom Teachers Association (CTA) negotiated “Sick Leave Bank”. The Sick Leave Bank is a contractual benefit, accessible to eligible members of the T-Bargaining Unit if they elect to participate. Please read the information carefully and, if you qualify to participate in the program, simply complete and return the application form. ***This annual communication is mandated in order to comply with provisions of the current Collective Bargaining Agreement (CBA).***

Important Sick Leave Bank facts to know:

**If you are already a member of the Sick Leave Bank, you do not need to do anything.**

**You do not have to be a CTA member to enroll in the Sick Leave Bank.**

**The Sick Leave Bank DOES NOT REQUIRE A SICK DAY TO BE DONATED ANNUALLY to participate. A sick day is remitted from a participating employee to the Sick Leave Bank upon enrollment; as well as when the Sick Leave Bank is depleted due to usage and must be replenished.**

**Historically, replenishment of the Sick Leave Bank only occurs once every five years or so.**

We appreciate your commitment.

The deadline for returning the completed form is September 15, 2019. You may not enroll after that time. This will be your only opportunity to join this year, so please act promptly.

Sincerely,

Justin Katz  
CTA President