

# SMITH COLLEGE SICK LEAVE BANK

## Membership Opt Out Confirmation Form

January 1, 2020 – December 31, 2020

Please return this form by Friday, January 31, 2020

Name:

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Smith ID:

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Department:

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PLEASE RETURN TO HUMAN RESOURCES:

Maddy Cohen  
Human Resources  
30 Belmont Avenue

**OR SCAN AND EMAIL TO**

[hrbenefits@smith.edu](mailto:hrbenefits@smith.edu)

**CURRENT MEMBERSHIPS and ALL ELIGIBLE EMPLOYEES will automatically renew.**

The donation amount for 2020 will be **one sick day.**

- I am electing to **opt out** of the Sick Leave Bank.  
I understand that previously donated days are not refundable.

If you have **any questions** about this form, eligibility, or the Sick Leave Bank, please contact Maddy Cohen at x2287 or by email at [mcohen@smith.edu](mailto:mcohen@smith.edu).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Previously eligible members are staff members who have completed 12 consecutive months of employment, hold a position of at least .5 FTE, and were hired prior to January 1, 2019.