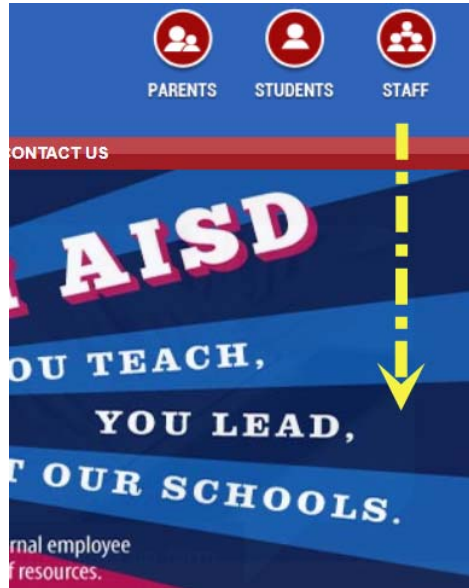




Sick Leave Bank Enrollment

Step 1 – Go to www.amaisd.org and click on the staff icon



Step 2 – Scroll down the page to “Forms and Documents” on the right hand side and click the “Sick Leave Bank Enrollment” link.

Step 3 – Enter aisd\username and password (username and password is the same as your PeopleSoft login).

Step 4 – Complete the form:

1. Select the type of leave you would like to contribute to join the Sick Leave Bank.
2. Enter your first and last names.
3. Enter your Date of Birth.
4. Click the “Accept” box
5. Click the “Submit Button”

New Member View

Sick Leave Bank Participation
www.amaisd.org • 7200 I-40 West • Amarillo, Texas 79106 • (806) 326-1499

Select Language

Employee ID: 000000 First Name: First Last Name: Last Department/Campus: Campus

Requesting Membership

I am requesting membership in the Sick Leave Bank. In doing so, I authorize the contribution of one (1) day of my accumulated local or state leave as of June 30, 2018. I understand that I must be a full-time employee (1050 or more scheduled hours annually) and have five (5) days of accumulated local and/or state leave days as of June 30, 2018. I understand that any preexisting condition I have, of which I am aware at this time, will not be covered for one (1) year by the Sick Leave Bank. Membership will begin on the date the enrollment form is received and all the above enrollment requirements are met.

1. Check to designate your choice of leave contribution type*
 One Day Local Leave One Day State Leave

Available Local Leave: 5 Available State Leave: 5
Current Amount Available

Acceptance & Digital Signature

By typing your full name, date of birth and checking the acceptance box you:

- Accept the rules of this form
- Agree that all information contained is accurate
- Confirm that you are the person referenced through out the form and the acceptance section and agree to use this as my Electronic signature.

Date: Date captured on form submission 2. First and Last Names*: [Yellow box] 3. Date of Birth*: [Yellow box] 4. Accept*: Accept

5. It is the policy of the Amarillo Independent School District not to discriminate on the basis of race, color, religion, age, sex, disability or national origin.

Submit

Additional Note: Once your request has been processed, you will receive a notification if your Sick Leave Bank application has been approved/denied.