

Procedures for Staff Member Requesting Sick Bank Leave

1. Submit letter and supporting documentation to Central Office immediately (when possible 60 days prior to start of leave).
2. Communicate with Program Administrator the need for the leave and inclusive dates.
3. Changes in leave status/needs must be communicated in writing to HR and should also be shared with Program Administrator.

Thank you,

Human Resource

SPEED S.E.J.A. #802

1125 Division Street

Chicago Heights, IL 60411

708/481-6100 ext. 3113

708/516-7221 SPEED cell