

**2013 OPEN ENROLLMENT
CITY OF FORT WORTH VOLUNTARY LEAVE BANK
FOR NEW PARTICIPANTS**

EMPLOYEE NUMBER: _____ **PRINT NAME:** _____

The Voluntary Leave Bank Program provides for the continuation of income for those employees who have exhausted all of their accrued leave and are required to be off work due to a personal medical emergency or to care for an immediate family member who has had a medical emergency.

Under this program, a medical emergency is a **CATASTROPHIC** medical condition of an employee or immediate family member.

Should you wish to enroll at this time please sign and date this form at the bottom of the page and return to the Health and Benefits Division of the Human Resources Department, **ATTN:** Suzanne Raif by October 31, 2012.

If you decline to participate in the leave bank at this time, your next opportunity to enroll will be the following year, during the month of October.

The contribution of four (4) hours of vacation leave time will be deducted from your leave accrual the second pay check in January. A one (1) hour vacation leave deduction will be withheld each year in January thereafter, as long as you remain enrolled in the plan.

Other important aspects of the Voluntary Leave Bank include:

- Donated leave hours belong specifically to the members who donated and not to any other organization, group or entity
- Grants of leave is limited to a maximum of 240 hours in any 12 month period
- Members who are off work due to an on-the-job injury do not have access to the Leave Bank Program
- Access to the program is not guaranteed by membership; no one is guaranteed 240 hours of leave. Each application is reviewed on an individual basis.
- Members of the Voluntary Leave Bank Committee are stewards of the Leave Bank and their sole intent is to authorize access only to employees who have a proven medical/family need and who (also) have a history of prudent use of leave time
- **The member whose access has been approved will, upon return to work and after accrual of a minimum of eight (8) hours leave, donate those eight (8) hours to the Leave bank Program. Members who do not donate the required eight (8) hours will be dropped from the program**
- The Leave Bank Committee will approve or disapprove the request within 10 working days.

Please Check One

I wish to enroll.

I DO NOT wish to enroll.

I wish to dis-enroll.

EMPLOYEE SIGNATURE

DATE SIGNED