

**2017-2018**  
**APPLICATION FOR PERSONAL LEAVE BANK MEMBERSHIP**

As provided for in Fayette County Board of Education (FCBOE) Policy A-30, I wish to enroll in the Fayette County Schools' Personal Leave Bank. I understand that my enrollment in the Personal Leave Bank is on a volunteer basis and, with this application; I will be enrolled in the Personal Leave Bank for the 2017-2018 school year only. If I wish to continue my enrollment in the Personal Leave Bank following the 2017-2018 school year, I understand that I must submit an Application for Personal Leave Bank Membership and contribute the required personal leave days each subsequent year.

Please complete the following information, ensuring that you select the number of days (1 or 2) that you wish to contribute to the Personal Leave Bank.

NAME: \_\_\_\_\_

EMPLOYEE IDENTIFICATION NUMBER: \_\_\_\_\_

PLACE OF EMPLOYMENT (SCHOOL): \_\_\_\_\_

NUMBER OF DAYS I WISH TO DONATE TO THE PERSONAL LEAVE BANK (please check one of the following):

\_\_\_\_\_ Minimum of 1 day

\_\_\_\_\_ Maximum of 2 days

I affirm that the information provided above is accurate and complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (21 years or older): \_\_\_\_\_

Date: \_\_\_\_\_

***Note: It is the responsibility of the individual employee to submit this application by the deadline. All applications must be submitted no later than 4 P.M. on October 2, 2017 and should be addressed to the payroll department. Should an individual be employed by the FCBOE after the beginning of the school year, s/he must submit this application within 30 calendar days of employment.***

**Please return this application to the following:**

**Payroll Department  
Fayette County Schools  
111 Fayette Avenue  
Fayetteville, WV 25840**