

**YSU APAS**  
**Emergency Sick Leave Bank (ESLB)**  
~ **Application for Membership/Renewal** ~

**TO: Chief Human Resources Officer**

**NOTE: APPLICANT IS TO CHECK ONE (1) OF THE FOLLOWING:**

\_\_\_\_\_ Please enroll me as a member of the YSU APAS Emergency Sick Leave Bank (ESLB).

\_\_\_\_\_ I am currently a member of the YSU APAS ESLB and want to donate additional hours.

\_\_\_\_\_

I have read Article 7.3 of the YSU APAS *Agreement* and the attached copy of the rules and regulations. I agree to voluntarily donate \_\_\_\_\_ hours\* of my accumulated and unused sick leave to the ESLB for this academic year. I understand that the donated hours are not returnable. Further, I understand and agree that my decision cannot be rescinded or withdrawn.

I specifically acknowledge and agree that decisions of the ESLB shall be at the sole discretion of the ESLB Committee and such decisions shall be final, binding, and not subject to the grievance procedure of the YSU/YSU APAS *Agreement*. I further acknowledge that granting of hours from the ESLB is not a benefit or entitlement of my employment to which I have any lawful right or enforceable interest. In consideration of the ESLB Committee accepting this application for review, I hereby release and agree to indemnify and hold harmless Youngstown State University, the YSU APAS, and the ESLB Committee from any damages, loss, or lawsuits with respect to any decision made concerning this application.

\*Full time employees: 8 hours

Part time employees: # hours equivalent to one work day.

Employee Name (*please print*): \_\_\_\_\_

Job Title \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

**DEADLINE FOR SUBMISSION: AUGUST 3, 2009**

*(Or, within one month after becoming eligible for ESLB membership)*

\_\_\_\_\_  
*HUMAN RESOURCES' USE:*

\_\_\_\_\_ *P/A Master List (date file) record noted.*

\_\_\_\_\_ *Acknowledgement letter to employee*

\_\_\_\_\_ *Banner Adjusted (PEALEAV)*

\_\_\_\_\_ *Copy to Department Supervisor*

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