

## Bowling Green State University Introduces the NEW Leave Bank Program

**WHAT** is the Leave Bank Program: A voluntary program to help a seriously ill or seriously injured colleague who has no accrued leave.

**HOW** can I find out more: Eligible employees are encouraged to attend one of the open informational sessions and learn how to donate and receive sick leave hours from the Leave Bank.

**WHEN** are the sessions:

**DATE:**

Thursday, February 11

Wednesday, February 17

**TIME:**

2:00 pm – 3:00 am

9:00 am – 10:00 am

**WHERE:**

College Park Office Building, Room 1

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**WHO** can participate in the program:

- Full time/part time 9 or 12 month classified staff employees
- Full time/part time 9, 10, or 12 month administrative staff employee
- Full time 9 month or 12 month faculty employee (includes academic year faculty, librarians, and Administrators on faculty contract)
- Position is partially/wholly funded by general, University Foundation, or auxiliary funds

**Enrollment Period is from Monday, February 8 through Friday, February 19**

**Visit the Office of Human Resources Web site for the policy, FAQs, and forms**