

NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197

Telephone: 603-924-3336

Fax: 603-924-6707

Human Resources Department
924-3336 Ext. 2033

COVID-19 SICK BANK – APPLICATION – Reasons #1, #2 or #3

Date of Application _____ Date Received _____
(HR Use Only)

Name(Print) _____ Location _____

of Days Requested _____ Dates of Leave _____

Note: The maximum number of days that may be granted is fifteen (15) days. Days can only be requested for the five reasons stated in the Memorandum of Agreement. You may attach a doctor's note confirming the need for your absence. If you do not submit a doctor's note, the COVID-19 Sick Bank Committee may request one.

The Families First Coronavirus Response Act (FFCRA) allows a one-time use of up to 10 FCRA days (80 hours). Your first 10 days (80 hours) will be deducted from the FFCRA days. You may apply to the COVID-19 Sick Bank once you have exhausted the FFCRA allotted days.

Reason for Request _____

Signature of Employee _____

Submit to Human Resources, SAU Office

For COVID-19 Sick Bank Committee Use Only

Request Approved _____ Yes _____ No _____ Date _____

Number of Days Approved _____ Effective Dates _____

Comments _____

COVID-19 Sick Bank Committee

CVEA Representative

Administration

School Board Representative (Required only for tie breaker)