

Sick Bank Request Tutorial

[DP324 NEG- Sick Leave- Licensed](#) and [DP326 NEG- Sick Leave- Education Support Professionals](#)

When an *employee* is experiencing a qualified medical event but does not have enough leave to cover the potential length of absence the employee may choose to apply for sick bank days. A combination of continuous years of service, previous sick bank usage (*as determined by policy, the preceding 48 months-licensed/36 months-ESP*), and accumulated leave days will be used to determine the number of sick bank days for which an employee qualifies. To apply for Sick Bank days, log on to Skyward Employee Access and submit the Sick Bank Request. Once the HR Generalist has received the completed custom form, you receive notification **by your Jordan School District email** regarding your approval/denial *after the next Sick Leave Review Board meeting*. The Sick Leave Review Board meets the first week of the month Sept through May. Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

1. Log in to your [Skyward Employee Access](#). (If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737.)
2. Select “Task Manager” under the “Jump to Other Dashboards” widget.
3. Under “Task Processes” select “Sick Bank Request.”
4. Open the Sick Bank Request form, enter information in all required fields and then click the “Save” button.
5. Click the “Next” button and enter Notes, as appropriate.
6. Click the “Next” button until you reach the final step “Choose Next Task.” Click the “Sick Bank Approval” button to submit the Sick Bank Request. An email will be sent to your District email account confirming the Sick Bank Request submission.

The screenshot shows the Skyward Employee Access interface. At the top, there are navigation tabs: Home, Employee Information, Time Off, and FastTrack Open Positions. Below this is the 'Employee Access' header. A 'Jump to Other Dashboards' widget contains a search bar with 'Skyward User' and 'Employee' entered, and a red box highlights the 'Task Manager' option. Below this is a 'Task Processes' list with several items, and a red box highlights 'Sick Bank Request'. At the bottom, a '4. Choose Next Task' section prompts the user to 'Select the Next Task' and provides a red box around the 'Sick Bank Approval (HR Leave Clerks)' button.

Required Medical Documentation

A complete and sufficient medical certification signed by your health care provider must be submitted to Human Resources for all sick bank requests. You are encouraged to use the [Certification of Health Care Provider](#) to provide the medical information, which must be returned to the HR Generalist through in person, sent through District mail, emailed to leaves@jordandistrict.org, or faxed to 801-567-8054.

If you have already applied for FMLA and submitted medical certification through that process, you will not need to submit additional medical information, unless requested.

Questions regarding Sick Bank should be directed to
the HR Generalist at leaves@jordandistrict.org or 801-567-8249.

If you need assistance, contact the Administrative Assistant at your location or the HR Generalist.