

# Sick Bank Opt Out Tutorial

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

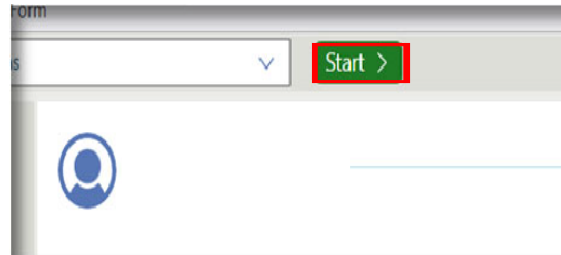
Welcome to the 2026-2027 contract year! As an annual reminder, in accordance with [DP326 NEG I. 1. and 2.](#) and [DP324 NEG I. 1. and 2.](#), participation in the Employee-Funded Sick Leave Bank requires a contract employee to annually donate one day of accumulated annual leave into the Sick Leave Bank. The EmployeeFunded Sick Leave Bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.

Each year, contract employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year licensed employees, including administrators. **This opt out request must be submitted annually.** Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

- 1. Beginning July 1, 2027, log into Employee Access. Click on the “Sick Leave Bank Opt Out 2026-2027 tile.**



- 2. Select the green “Start” button**



- 3. Complete Sick Bank Opt Out Form and submit the form.**

Sick Leave Bank Opt Out

1 of 1 Step 1 (Required) Save & Exit < Previous **Submit Form >** Print Site

**Instructions**  
 Sick Leave Bank Opt Out (Required)

In accordance with policies DP326 and DP324, participation in the Employee-Funded Sick Leave Bank requires an employee to annually donate one day of accumulated annual leave into the Sick Leave Bank. The Employee-Funded Sick Leave Bank is not intended to be used for in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year licensed employees, including administrators. District policies DP326 and DP324 are available online at <http://policymanual.jordandistrict.org>. I have reviewed district policies DP326 and DP324 and understand that I will not be eligible for the Employee-Funded Sick Leave Bank benefits for the upcoming school year. If this form is not submitted by September 1st, I understand that I will be ineligible to opt out. A confirmation email will be sent to my Jordan School District email account after successfully submitting this form. If I do not receive a confirmation email, my form has not been submitted successfully and will not be accepted.

Full Name (FML)

\*Date

**Terms of Agreement**

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this form, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

I further acknowledge and agree that it is my obligation to immediately advise the school district of any change in my electronic address (i.e., email address).

I further acknowledge and agree that it is my obligation to immediately advise the school district in the event that I withdraw my consent to this Electronic Signature Agreement.

I acknowledge and agree that the individual electronically signing this form is the individual in whose name the account is set up, or is someone authorized to submit this form by the person whose name is on the account.

\*I Agree

Signed By  Date Signed 06/10/2026 Wed