



July 3, 2008

Dear UCPEA Member:

It is time once again to consider donating holiday or vacation time to the UCPEA Sick Leave Bank. The bank was established in 1997, making this its 12th year.

Since then, UCPEA members have demonstrated their support for the sick bank and their compassion for fellow workers by contributing a total of 2,466.75 vacation days and holidays to the Sick Leave Bank. To date, 35 members have used a total of 960.50 days from the bank.

This continues to be a very important service to our members and it is appropriate for us to think ahead for those who could face a serious illness or injury. It is my sincere hope that all UCPEA members will consider making a contribution. A donation of as little as .50 vacation day by each of our more than 1,600 members can go a long way toward helping our colleagues in times of trouble.

To make a contribution:

- ◆ Complete the attached Sick Leave Bank donation form;
- ◆ Go to the **Comments** section on your **July 17, 2008** timecard and confirm your donation in half (.50 day or 3.5 hours) or full (1.00 day or 7 hours) increments of vacation or holiday accruals (i.e. I wish to donate 1.5 days of holiday time and 2 vacation days.);
- ◆ Do not record the donated days as you would if you were taking the time off. The donated days will be deducted by payroll; you will see the adjustment on your next timecard;
- ◆ Print a copy of your on-line timecard with this comment section and attach it to your donation form;
- ◆ Forward the form and attachment to the Department of Human Resources, Unit 5075, as noted on the donation form;
- ◆ For more detailed instructions, you can consult the Sick Leave Bank web site at <http://www.hr.uconn.edu/UCPSKDON.HTML>.

I hope you will continue to support our Sick Leave Bank. Thank you, and have a great summer.

Sincerely,

M. Kevin Fahey
President

MKF/rms
Encl.