

# Memorandum

To: PDTA Members  
From: Dwayne Cerbone  
Re: Sick Leave Bank Open Enrollment  
Date: October, 2019

The open enrollment period for the PDTA administered Sick Leave Bank runs from October 1-31. All PDTA members who are .5 FTE or more are eligible to join. **If you are not already a member and would like to join, a copy of the guidelines and an enrollment form are attached to this email** or the forms can be found on the PDTA website, [www.pdta.org](http://www.pdta.org). **If you are already a member of the Sick Leave Bank you do not need to do anything; you are all set.**

You must return your enrollment form to the PDTA office by the deadline. If you are not sure whether you are already a member, call the PDTA office (ext. 1035), and Karen Kalinowski will be happy to assist you.

Forms will also be available at the Benefits Fair on Thursday, October 10th.