



Local 3695  
AFT Connecticut  
AFT, AFL-CIO

December 3, 2021

Dear UCPEA Member:

The UCPEA Sick Leave Bank is one of our most important contractual benefits. It provides an essential safety net for members who are struggling with serious and catastrophic illness or injury.

Our members continue to make a difference in the lives of many of our colleagues through their generosity and kindness by donating earned holiday and vacation time to the UCPEA Sick Leave Bank.

Since the inception of the Sick Leave Bank 24 years ago, UCPEA members have demonstrated their support and compassion by contributing a total of 5,893.75 earned days of leave (vacation and holidays) to the bank; to date, 93 UCPEA members have used a total of 2,123.75 days.

It is my sincere hope that you will consider making a contribution this year. A donation of even one earned day by each of our nearly 2,000 members can go a long way toward helping UCPEA members in times of trouble.

To contribute:

- ◆ Complete the attached UCPEA Sick Leave Bank donation form;
- ◆ On your **December 3-16, 2021**, timecard enter your donation in positive values of **(3.5 hours)** half or **(7 hours)** full day increments of **holiday accruals**. For holiday time use HDE time code.
- ◆ For **vacation time**, please use the negative values of **(-3.5 hours)** half or **(-7 hours)** full day. For vacation time use the VDE time code. 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.
- ◆ In order to add a comment on your timecard you must first submit your hours. Then under the Submit button, go to the Reported Time Status tab. Your entire submission will be listed and on the right side of the list you can add a comment about your donation.
- ◆ Print a copy of your on-line timecard and attach it to your donation form.
- ◆ Forward the form and attachment to Cindy Drost in the Department of Human Resources, at [cindy.drost@uconn.edu](mailto:cindy.drost@uconn.edu), as noted on the donation form.

For more detailed instructions, you can call the UCPEA Office at (860) 487-0850 or consult the Sick Leave Bank web site at <http://ucpea.ct.aft.org/sick-bank>. I hope you will continue to support our Sick Leave Bank.

Wishing you all a safe and joyous Holidays!

In Solidarity,  
Kathy Fischer  
President