

**STATE EMPLOYEE'S LEAVE BANK PROGRAM
ACKNOWLEDGEMENT OF 60 DAY ENROLLMENT PERIOD**

I understand that I have 60 calendar days from the date of my employment to donate 8 hours of my leave to join the State Employee's Leave Bank Program. I also understand if I choose not to join at this time, I must wait until the Open Enrollment period (during the month of June).

Employee's Signature

Date

Please Print Your Name

cc: Official Personnel File

Revised 05/27/08