



New York State Unified Court System  
SICK LEAVE BANK — DECLINE PARTICIPATION  
for Unrepresented Non-Judicial Employees

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Participation in the Unrepresented Sick Leave Bank is automatic unless an employee declines participation. If you choose not to participate in the unrepresented sick leave bank program, complete the following information and return to the Director of Human Resources within the first 15-days of your employment in an unrepresented non-judicial title.

Date: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

I, \_\_\_\_\_,

choose not to participate in the sick leave bank for unrepresented non-judicial employees.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Return the completed form by:**

Email: [oca-hr@nycourts.gov](mailto:oca-hr@nycourts.gov)

**OR**

Fax: 212 428-2513

**OR**

Mail: Director of Human Resources  
Office of Court Administration  
25 Beaver Street  
New York, NY 10004