

Cortland County Personnel/Civil Service

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www.cortland-co.org/personnel

LAURIE L. LEONARD
PERSONNEL OFFICER

PAM ABBOTT
DEPUTY PERSONNEL OFFICER

SUBMIT TO THE PERSONNEL OFFICE

REQUEST FOR TIME FROM EMERGENCY POOL

I am requesting time from the Emergency Pool for the following reason and have attached the required medical documentation. I understand that the required medical documentation will be kept confidential. The Emergency Pool Committee will only receive a notification that the medical documentation has been received and evaluated.

Name _____ Title _____

Department _____ Standard work hours per week _____

Reason _____

Please check the box if the reason for the Emergency Pool request can be released to County employees to solicit donations for your request.

All requests are subject to the Leave Donation-Emergency Pool Rules. A complete copy of the Rules is available on the Cortland County web site under the "Employees Only" section and in the Personnel/Civil Service Office. I attest that my injury and/or illness is/will not be eligible to be covered by 207-C, Worker's Compensation, Social Security Benefits or Unemployment Insurance.

I have received, read, understand and agree to abide by the Emergency Pool Rules.

Signature _____ Date _____