ONLINE SICK LEAVE BANK ENROLLMENT/ RE-ENROLLMENT PROCESS

The Sick Leave Bank Enrollment/ Re-enrollment is offered online through Panther Access to Web Services (PAWS). The following instructions have been created to assist with this process. For additional assistance, please contact the Benefits Department at benefits@eiu.edu or by calling 581-5825.

**Step 1**

Select the “Employee” tab

**Step 2**

Click on “Employee Sick Bank”

**Step 3**

Follow the instructions as written on this page. The instructions are specifically tailored to each employee’s available leave balances and current status in the program, meaning that they are dependent upon being either a new enrollee or a re-enrollee. Make your selection(s) as to how you would like to donate and click submit.

**Confirmation**

The confirmation screen is the final step in the process. Please note that leave balances are not automatically updated at the time of submission but will be deducted from the designated categories at the end of the enrollment period (May 31st).