

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
SICK LEAVE BANK ENROLLMENT REQUEST
Enrollment period 04/01/11 – 06/30/11

Employee Name _____

Email Address & Mail Code # _____

Personnel Number _____

Percent Full Time _____

Employment Category: _____ Exempt _____ Non-exempt _____ Faculty

I hereby request to be enrolled in the Sick Leave Bank as of July 1, 2011, and authorize the transfer of 24.0 hours (3 days) of my unused sick leave to the bank or a prorated portion if I am less than 100 percent full time. I understand I must have a minimum sick leave balance of 48.0 hours on the day of 6/30/11; or prorated portion if less than 100% time.

I also understand that the sick leave days transferred to the bank are non-refundable and that I am subject to future assessments as determined by the Bank Trustees.

Signature (Must sign second page, also)

Date

See Reverse side for additional signature.

DO NOT DEDUCT THE APPROPRIATE AMOUNT OF SICK LEAVE HOURS ENROLLMENT FROM YOUR MONTHLY/BIWEEKLY TIME SHEET (HUMAN RESOURCES WILL HANDLE THE PAPERWORK FOR PROPER DEDUCTIONS)

For Human Resources Use Only

Received _____

Employee Sick Leave Balance in Hours _____ as of June 30, 2011

Less Enrollment Assessment in Hours 24.0 on _____

Resulting Balance verified by and done in IRIS: _____ on _____

Sent employee notification of enrollment: _____

The University of Tennessee at Chattanooga
SICK LEAVE BANK

WHAT IS THE SICK LEAVE BANK?

The sick leave bank is a common pool of hours to which staff or 12-month faculty donate some of their accumulated leave. The sick leave bank shall provide emergency sick leave to member employees who have suffered disability due to an unplanned personal illness, injury, or quarantine and who have exhausted their compensatory time and personal, sick, and annual leave balances.

Bank sick leave days may not be granted for elective surgery, or illness of any member of the individual's family, or during any period an individual is receiving disability benefits from social security, a retirement plan, long-term disability, or during any period of time an individual is drawing or is eligible to receive workers' compensation benefits.

A request for sick leave hours is made using the Sick Leave Bank Withdrawal Request. The Bank Trustees review the request and appropriate medical information from the employee's physician.

If the request is approved, the employee may receive up to 60 days from the bank per fiscal year, or 90 days per illness or injury. Sick Leave Bank hours do not have to be re-paid. Under certain circumstances, after all granted Sick Leave Bank hours have been used, an employee can receive donated sick leave hours from donors. However, only employees who are members of the sick leave bank can receive donations of hours from another employee.

WHO IS ELIGIBLE TO JOIN?

Any regular staff or 12-month faculty member, who accrues sick leave and has a current sick leave balance of at least 48 hours on June 30, 2011, is eligible to join. (The sick leave balance requirement is prorated for part-time employees.)

HOW MUCH DO I HAVE TO CONTRIBUTE?

If you work full-time, 24 hours will be deducted from your current accumulated sick leave to join; the hours are prorated if you work part-time. In the future, if the hours in the bank fall below one day per member, an additional assessment of up to 16 hours may be made at the determination of the bank trustees. However, [UT Personnel Policy HR0382](#) insures that the Sick Leave Bank membership must receive a 30-day written notice prior to such an additional assessment and that members have the option to withdraw from the Sick Leave Bank if they do not wish to honor the additional assessment.

WHO MAKES DECISIONS ON REQUESTS FOR TIME FROM THE BANK?

The Sick Leave Bank is administered by a six member Board of Trustees appointed by the Chancellor. The trustees are responsible for the administration of the Bank, including the review of requests for withdrawal of sick leave hours from the Bank. All leave granted will be at the discretion of the sick leave bank trustees. An employee may reapply for the sick leave bank by providing additional information. The trustees' decision is final.

HOW DO I ENROLL?

You may access the Sick Leave Bank Enrollment Form through the [Office of Human Resources Website](#) or phone 425-4452 or email [Kathy Taylor](#) (please include your mail code) for an enrollment form. Enrollment forms must be received in the Office of Human Resources by June 30, 2011. Hours will be deducted from your current sick leave balance in July by the Office of Human Resources. Your enrollment in the bank will become effective on July 1. (Due to current budgetary constraints, we shall not be sending out the printed reminders regarding enrollment for this benefit.)

I acknowledge that I have read the above information pertaining to the Sick Leave Bank and understand.

Sign and date
(See Reverse side for signature required.)