

UTC SICK LEAVE BANK OPEN ENROLLMENT

APRIL 1 THROUGH JUNE 30

WHAT IS THE SICK LEAVE BANK?

The sick leave bank is a common pool of hours to which staff and 12-month faculty initially donate 24 hours of their accumulated sick leave for membership. If a member of the sick leave bank suffers a serious illness or injury and has exhausted all sick and annual leave, sick leave bank hours may be requested to cover the additional absences from work. All requests and appropriate medical documentation are reviewed by the sick leave bank trustees. Members who have been in the sick leave bank for at least 30 days are eligible to apply for sick leave days from the bank and may be eligible to receive up to 90 days from the bank per illness or injury per year.

HOW DO I ENROLL?

Complete the electronic [Sick Leave Bank Enrollment](#) form.

The electronic enrollment form must be submitted by June 30, 2024.

For additional information regarding sick leave bank eligibility and requirements, please visit the [Sick Leave Bank](#) webpage.

Questions regarding Sick Leave Bank may be directed to Jina Johnson at jina-johnson@utc.edu or (423) 425-4014.