



SICK LEAVE BANK FAQ

The following are questions most often asked about the Sick Leave Bank. This is not meant to be a complete listing of the rules governing its operation. For further information, read Tennessee Code Annotated §49-5-801- 49-5-811 and request a copy of the guidelines by calling the Human Resources office.

What is the Sick Leave Bank?

The Sick Leave Bank is a pool of members' sick leave days. It provides emergency sick leave to members who have suffered disability due to an unplanned personal illness or injury and who have exhausted their personal annual, sick and compensatory leave balances. It also covers absences for minors as covered under T.C.A.

How do I qualify to be a member?

A member must have been an employee for 30 days and must be entitled to accrue sick leave pursuant to Tennessee Code Annotated §49-5-710.

How do I know if I am accepted as a member?

The employee must meet membership conditions and submit the application before the end of the enrollment period, the one (1) day will be deducted from the employee's sick leave balance. This deduction will appear in the area showing the leave balances on the paycheck stub the employee receives on November 30. (Note: Donations to the Sick Leave Bank are non-refundable and non-transferable to another sick leave bank program.)

If I join during this enrollment period, when may I request leave from the bank?

Members may request days thirty (30) days after joining.

What is the process of requesting leave from the bank?

Withdrawal Request and Medical Certification forms are available from the Human Resources office by calling 615-453-7330.

Completed forms must be submitted to the Human Resources Office. A determination will be made, as to the appropriateness, of the request by the Sick Leave Bank. The initial determination shall be made within ten (10) calendar days of receipt of the request. Employees will receive a copy of the decision.

A member shall not receive any sick leave from the bank until all accumulated sick, compensatory and annual leave is exhausted. If approved for Sick Leave Bank, payment will start on the day without pay status begins.

Leave grants from the bank shall not be more than twenty (20) consecutive days for which the member would have otherwise lost pay. The maximum number of days any participant may receive in any fiscal year is thirty (30). The lifetime maximum any participant may receive is sixty (60) days.

Grants of sick leave from the bank shall not be made to any member because of elective surgery, illness of any member of the participant's family except for minor children as provided in TCA §49-5-808 (m), or during any period the member is receiving disability benefits from social security or the state retirement plan or worker's compensation benefits.

Who are the Sick Leave Bank Committee Members?

The Sick Leave Bank Committee Members are two members of the Board, two Wilson County Education Association Representatives, and the Director of Schools or designee.

Why Should I join the Sick Leave Bank?

Employees could view being a member of the Sick Leave Bank as an insurance policy you hope you will not have to use. In case of an approved disabling illness or accident, the employee's income could be protected for a maximum of sixty (60) work days.

If an employee does not personally need to use days from the bank, the employee is helping fellow members recover from an approved disabling illness or accident.

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