



SICK LEAVE BANK GUIDELINES

Millington Municipal Schools Board of Education

I. Purpose

The purpose of the Sick Leave Bank is to provide sick leave to all contributors who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave is exhausted.

II. Administration

1. The Sick Leave Bank shall be administered by a Committee of Trustees. The Committee shall be composed of five (5) members: two (2) members appointed by the Board of Education from its membership; two (2) appointed by the **Teacher Advisory Group** from its membership; and the Director of Schools, who shall chair the Committee. All members of the Committee shall be employees of the School System. All appointments shall be for three (3) year terms.
2. The Superintendent shall appoint a plan administrator from the Office of Human Resources.
3. The Trustees shall provide for Rules and Regulations consistent with the provisions of TCA 49-5-801 through 810. Copies of the Rules and Regulations shall be filed with the Director of Human Resources and posted on the CS website.
4. Employees participating in the Bank shall agree to abide by the Rules and Regulations established herein by the Trustees.
5. All actions of the Trustees shall require three (3) affirmative votes. Decisions of the Trustees shall be final. The Director of Schools will only vote in the event of a tie.
6. All records of the Bank shall be kept in the Human Resource Office of the School System. The Trustees shall inform this office of all applications they approve and the amount of leave granted the applicant.
7. The Trustees or Trustees' designee shall maintain the records of all contributions, withdrawals, and the status of the Bank on a current basis. Records of the Bank shall be subject to audit by the School System.
8. An annual status report of the conditions of the Sick Leave Bank shall be kept in the Human Resource Office.
9. Application forms for the Bank may be obtained in the Human Resource Office at Central Office or on CS website.
10. The Trustees shall act affirmatively or negatively on all Sick Leave Bank applications within ten (10) calendar days of the date the application being received in the Office of Human Resources by the plan administrator.

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III. Membership Provisions

1. Any full-time permanent employee shall be eligible to participate in the Bank; however, a minimum participation of twenty (20) members shall be required to establish the Bank.
2. Any employee who elects to participate in the Bank shall initially have three (3) days of sick leave deducted from his/her personal accumulation and deposited in the Bank by completing and signing the Sick Leave Bank Enrollment form. The signing of the enrollment form by the participant relieves the Board of Education and the Trustees from any liability as a result of action taken by the Trustees.
3. Enrollment shall be open during the months of August, September and October of any year. Deadline date for enrollment is October 31st.
4. Donations of sick leave to the Bank are non-refundable and nontransferable except in the event of termination of the Bank. In the event the Bank is terminated, the total days on deposit shall be returned proportionately to the then participating members and credited to their personal sick leave accumulation.
5. If at any time the number of days in the Sick Leave Bank is less than twenty (20), or one per member, if there are more than twenty (20) members, or at any time deemed advisable, the Committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.
6. The enrollment authorization shall remain in effect for the current and subsequent years unless cancelled in writing.
7. By written notification to the Committee, a member may withdraw from the Bank participation to be effective on June 30. Membership withdrawal shall result in forfeiture of all days contributed.

IV. Sick Leave Bank Usage

1. Sick Leave Bank days may be granted only for instances of disabling illness, injury or quarantine of the individual member or their legal or adopted minor child. Grants of sick leave from the Bank shall not be made to any member on account of elective surgery, or the illness of any member of the participant's family that is not a minor, or during any period the member is receiving disability benefits from social security or the state retirement plan or while receiving payments under On the Job Injury. Disability benefits from individually purchased policies shall not affect eligibility to draw from the Bank.
2. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and/or annual leave, including all Board paid extensions.



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3. There shall be a waiting period of ten (10) consecutive unpaid duty days (excluding extensions for the same illness or injury) following the exhaustion of all available "paid leave" before days from the Bank may be used. The ten (10) consecutive days must be immediately prior to days requested from sick leave bank.
4. Members of the Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.
5. All requests to draw upon the Bank must be made upon a Sick Leave Bank Request Form. Any member requesting the use of Bank days must be willing to release all medical information to the Board of Trustees. *Medical documents will be filed in HR as confidential records.
6. An applicant or member drawing on the Bank may be required at any time to undergo at his/her expense a medical review by a physician approved by the Trustees.
7. Leave grants from the Bank, recommended by the Board of Trustees shall be in units of not more than twenty (20) consecutive duty days for the individual applicant. Applicants may submit requests for extensions of such leave grants before their prior grants expire. The maximum number of days any participant may receive in a 12-month period is sixty (60). The maximum number of days any participant may receive as a result of any one or the same illness or accident is sixty (60) days.
8. In the event a member is physically or mentally unable to make request to the Trustees for the use of sick leave days, a family member or agent may file the request.
9. Employees may receive benefits from the Bank only for their annual payroll period of employment.
10. Sick leave granted to a member from the Bank does not have to be repaid by the individual except as all members are uniformly assessed.
11. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
 - a. Resignation or termination of employment
 - b. Refusal to honor such assessment as may be required by the Trustees
 - c. Being on approved leave of absence with the exception of personal illness or disability leave
 - d. Retirement
 - e. Refusal to comply with the guidelines, rules and regulations of the Bank
12. All initial requests to draw from the Bank must be accompanied by a statement on the Medical Certification Form certifying that leave is medically required by the specified illness or disability. Such form must be signed by the physician. Subsequent requests relating to the same illness may or may not require a new Medical Certification Form. This will be left to the discretion of the Sick Leave Bank Committee.
13. Applicants in an unpaid status during the use of sick bank hours will be charged approved sick bank days for holidays and inclement weather days. Sick bank days



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are considered a grant and does not place employees back in a paid status during the use of sick days.

14. A member on a previously approved leave may not during the term of that leave become eligible for the use of sick bank days.

15. The Sick Bank shall be dissolved if after the assessment of one day the bank remains under 20 days or 1 day per member.