

THE UNIVERSITY OF TENNESSEE 2017 – 2018 SICK LEAVE BANK OPEN ENROLLMENT

(Knoxville-Area/UTSI & The Institute of Agriculture)

Beginning April 1, 2017, and continuing through June 30, 2017, we will be accepting applications for new enrollees in our Sick Leave Banks. Please read the University of Tennessee Human Resources Policy on Sick Leave Bank, Section 300, Policy No. HR0382, before completing an application.

The Sick Leave Bank is solely for the serious illness or injury of the employee and not for the illnesses/injuries of immediate family members. Medical certification is required with each request for sick leave bank time. The trustees, being charged with the administration of the sick leave bank's guidelines, will individually review each request (1) to determine the seriousness of the illness or injury; and (2) to evaluate the employee's own personal leave record/use. Per Policy No. HR0382, "all leave granted will be at the discretion of the sick leave bank trustees."

If you elect to join the Sick Leave Bank, you must have a minimum sick leave balance of 48 hours on June 30, 2017. Your new membership will be processed on July 1, 2017, and 24 hours of your sick leave time will then be transferred to the bank. (These are non-refundable hours.) If you need further information, please contact Employee Relations at (865) 974-8299.

**Completed SLB applications must be returned to the address below on or by June 30, 2017.
Late applications will not be accepted.**

HR Employee Relations
105 Student Services Building
Knoxville, TN 37996-0213

2017-2018 SICK LEAVE BANK OPEN ENROLLMENT APPLICATION

(Please print your responses and return by June 30, 2017.)

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Name: _____
 First M.I. Last

Six Digit UT ID Number: _____ Phone Number: _____

Email: _____

Department: _____ Cost Center: _____

I am hereby applying for membership in the Knoxville-Area/UTSI Sick Leave Bank or UTIA Bank (if appropriate). I have, or will have, 48 hours of my own sick leave time accumulated before July 1, 2017. I understand you will take 24 hours as a non-refundable transfer of time in exchange for my membership in the appropriate bank. I have read and understand the University of Tennessee Human Resources Policy on Sick Leave Bank, Section 300, Policy No. HR0382. I know I must be in the bank for 30 days before requesting sick leave bank time and/or 6 months if I have a pre-existing condition. I further understand the bank hours are solely for the serious illnesses/injuries of its members and may not be used for elective surgeries or dependents. I agree to abide by the Sick Leave Bank policy and accept the trustees' decision as final. I also understand if faced with a pandemic event, bank hours will be frozen and operation suspended.

_____ Signature of Applicant

_____ Date

Return completed application to:

HR Employee Relations
 105 Student Services Building
 Knoxville, TN 37996-0213

THIS BOX IS FOR HUMAN RESOURCES USE ONLY.

Date received in HR: _____

Employee % time: _____

Employee sick leave balance: _____ Date: _____

Bank Membership:

UTIA

Knoxville-Area/UTSI