THE UNIVERSITY OF TENNESSEE
2022 – 2023 SICK LEAVE BANK OPEN ENROLLMENT

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

Beginning April 1, 2022, and continuing through June 30, 2022, we will be accepting applications for new enrollees in our Sick Leave Banks.

2022-2023 SICK LEAVE BANK OPEN ENROLLMENT APPLICATION

(Please print your responses and return by June 30, 2022.)

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 01, 2022. 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 may be frozen and operation suspended.

Signature of Applicant: _____ Date: _____

Return completed application to:

SickLeaveBank@utk.edu
or
HR Employee Relations
105 Student Services Building
Knoxville, TN 37996-0213

For more information, contact Human Resources at (865) 974-6642, press 3 for Employee Relations.

FOR HUMAN RESOURCES USE ONLY

Date received in HR: _____

Employee % time: _____

Employee sick leave balance: _____ Date: _____

Bank Membership (circle one): UTIA Knoxville-Area/UTSI