THE UNIVERSITY OF TENNESSEE
KNOXVILLE-AREA AND INSTITUTE OF AGRICULTURE SICK LEAVE BANKS

2023 – 2024 SICK LEAVE BANK ENROLLMENT APPLICATION

Open Enrollment Period: April 1 to June 30, 2023

Name: _____
First Middle Initial Last

UT Personnel Number: _____ **Phone Number:** _____

UT Email: _____

Department: _____ **Cost Center:** _____

I am hereby applying for membership in the Knoxville-Area (including IPS, UTSA, UTFI, and UTSI) Sick Leave Bank or UTIA Bank:

- I have, or will have accrued, a sick leave balance of 48 hours before July 1, 2023 and understand the deduction of hours will be made at that time.
- I understand a one-time deduction of 24 hours of my sick leave balance will be contributed to the bank as a non-refundable transfer in exchange for my membership.
- I have read and understand the HR0382 – Sick Leave Bank policy.
- I understand I must be enrolled in the bank for thirty days before I am eligible to request sick leave bank time. Pre-existing conditions are not eligible for bank benefits until six months after enrollment.
- I further understand the bank hours are solely for the serious personal illnesses or injuries of its members. Bank time may not be used for non-medically necessary surgeries or procedures, family member illness or injury, or during any time I receive disability benefits, retirement pension, long term disability, or workers' compensation benefits.
- I agree to abide by the Sick Leave Bank policy and accept the trustees' decision as final. I also understand that if faced with a pandemic event bank hours may be frozen, and operation suspended.

Signature: _____ **Date:** _____

Return completed application by June 30, 2023:	**More information:**
SickLeaveBank@utk.edu or UT Knoxville HR Employee Relations 105 Student Services Bldg. Knoxville, TN 37996-0213 **LATE APPLICATIONS WILL NOT BE ACCEPTED**	https://hr.utk.edu/sick-leave-bank UT Knoxville HR Employee Relations (865) 974-6642 SickLeaveBank@utk.edu

HUMAN RESOURCES USE ONLY

Date received in HR: _____ Employee % time: _____

Employee sick leave balance: _____ Date: _____

Bank Membership (circle one): Knoxville-Area (IPS, UTSA, UTFI, UTSI) UTIA