



SICK LEAVE BANK ENROLLMENT PROCEDURE (HUM-P011)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of enrolling in the Sick Leave Bank of Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 Sick Leave Bank: This Bank provides sick leave to contributors who have suffered from a personal illness, injury, disability or quarantine and whose personal, annual and sick leave is exhausted.
- 4.2 Permanent Employee: Full-time employees who work at least 30 hours per week and part-time employees who work at least 15 hours per week making them eligible for all benefits offered by the School District.

5.0 PROCEDURE:

- 5.1 The Sick Leave Bank Enrollment form is made available to permanent employees during **August**, **September** and **October** (ref. [HUM-F020](#)).
 - 5.1.1 Forms may be obtained from the web, at each work location, or from the Human Resources Office. Sick Leave Bank Guidelines, [Exhibit B](#) is located at the end of this procedure and can be obtained from the web or from the Human Resources Office.
 - 5.1.2 **Deadline for enrollment is October 31.**
- 5.2 Employee elects to participate in the sick leave bank by completing, signing and forwarding the enrollment form to Human Resources.
- 5.3 Upon receipt of the enrollment form, Human Resources deducts two (2) sick leave days from the employee's personal sick leave accumulation. The two days are deposited into the sick leave bank.
 - 5.3.1 A memorandum is forwarded to the employee stating the date the sick leave will be deducted from his/her sick leave.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 TCA 49-5-801 through 810
- 6.2 Enrollment Form ([HUM-F020](#))
- 6.3 Memorandum



SICK LEAVE BANK ENROLLMENT PROCEDURE (HUM-P011)

Clarksville-Montgomery County School System

6.4 Sick Leave Bank Guidelines, [Exhibit B](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Enrollment Form	HR Office	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

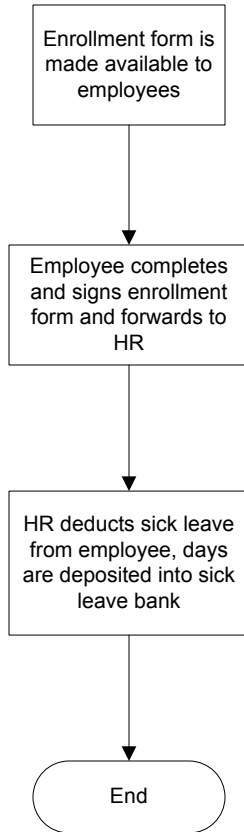
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/24/04		Initial Release
11/11/04	A	Add 4.2, Add Sick Leave Rules and Regulations in 5.1.1 and 6.4
7/16/06	B	Update Sick Leave Bank Guidelines, remove payroll reference in 5.3, revise flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

Sick Leave Bank Enrollment Flowchart



Clarksville-Montgomery County Board of Education
Clarksville-Montgomery County Education Association

Sick Leave Bank
GUIDELINES

I. Purpose

The purpose of the Sick Leave Bank is to provide sick leave to 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; two (2) appointed by the Association from its membership and the Director of Schools or designee, who shall chair the Committee. All members of the Committee shall be employees of the School System.
2. The Trustees shall provide for Rules and Regulations not inconsistent with the provisions of TCA 49-5-801 through 810. Copies of the Rules and Regulations shall be filed with the Chief Human Resources Officer and the President of the Clarksville-Montgomery County Education Association.
3. Employees participating in the Bank shall agree to abide by the Rules and Regulations established herein by the Trustees.
4. All actions of the Trustees shall require three (3) affirmative votes. Decisions of the Trustees shall be final.
5. 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.
6. 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 and the CMCEA.
7. An annual status report of the conditions of the Sick Leave Bank shall be kept in the Human Resource Office.
8. Application forms for the Bank may be obtained in the Human Resource Office at Central Office or on CMCSS website.
9. The Trustees shall act affirmatively or negatively on all Sick Leave Bank applications within ten (10) calendar days of the date the application is received in the office of the Human Resource Director or designee.

III. Membership Provisions

1. Any permanent employee shall be eligible to participate in the Bank; however, a minimum participation of twenty (20) employees shall be required to establish the Bank.
2. Any employee who elects to participate in the Bank shall initially have two (2) 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, the CMCEA 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 half (.5) 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. 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. 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, or during any period the member is receiving disability benefits from social security or the state or local retirement plan or from the Clarksville-Montgomery County Employees Insurance Trust paid income protection or while receiving payments under Worker's Compensation. 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.
3. There shall be a waiting period of six (6) consecutive 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.
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.
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 any fiscal year (July 1 thru June 29) 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 ninety (90) 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 a member from the Bank does not have to be repaid by the individual except as all members is 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. A subsequent request relating to the same illness must be completed on an extended Sick Leave Bank Medical Request Application.