



REQUEST FOR DAYS FROM THE SICK LEAVE BANK PROCEDURE (HUM-P012)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of requesting days from 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 Chief Human Resources Officer

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 CMCEA: Clarksville-Montgomery County Education Association
- 4.3 Member: An employee, who has completed an enrollment form, has donated two sick leave days (ref. [HUM-P011](#)) and has been a member of the Sick Leave Bank for thirty (30) calendar days.
- 4.4 Committee of Trustees: The committee is composed of five (5) members: two (2) members appointed by the Board of Education, two (2) members appointed by the CMCEA from its membership and the Director of Schools/designee, who will chair the committee.

5.0 PROCEDURE:

- 5.1 Member exhausts all accumulated sick leave, personal leave, and annual leave and has waited six (6) consecutive working days following the exhaustion of leave.
- 5.2 Member submits a Request for Days form (ref. [HUM-F025](#)) along with the Medical Certification form (ref. [HUM-F026](#)) to the Human Resources Department.
- 5.3 Request for Days form is presented to the Committee of Trustees.
 - 5.3.1 Requests must be made to the Trustees within thirty (30) days of the first date usage is requested, if possible.
 - 5.3.2 In the event the member is physically or mentally unable to make request a family member or agent may file the request.
- 5.4 Committee of Trustees meets on applications within ten (10) calendar days of the date the application is received in the Human Resources Department.
 - 5.4.1 Leave grants are in units of not more than twenty (20) consecutive duty days for the member.



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5.4.2 Members may submit requests for extensions prior to expiration of grants (ref. [HUM-F025](#)).

5.4.2.1 A member may receive a maximum number of sixty (60) days in a fiscal year.

5.4.2.2 A member may receive a maximum of ninety (90) days for any one illness or injury.

5.4.3 Member drawing on the Sick Leave Bank may be required to undergo medical review by a physician approved by the Committee of Trustees at his/her expense.

5.4.3.1 Physicians approved for this procedure listed on the OJI Claim Report & Physical Panel Agreement (ref. [RSK-F008](#)).

5.5 Human Resources Associate notifies member of Committee's decision by memorandum.

5.5.1 If application is approved Human Resources Associate sends copy of memorandum to payroll.

5.5.2 There is no appeal process if application is denied.

6.0 ASSOCIATED DOCUMENTS:

6.1 TCA 49-5-801 through 810

6.2 Sick Leave Bank Enrollment Procedure ([HUM-P011](#))

6.3 Request for Days ([HUM-F025](#))

6.4 Medical Certification ([HUM-F026](#))

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

6.6 Memorandum

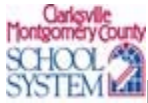
6.7 OJI Claim Report & Physical Panel Agreement ([RSK-F008](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for Days Form, Medical Certification, Memorandum	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



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11/10/04	A	Add by memorandum in 5.5, add copy of memorandum in 5.5.1, add 5.4.3.1 and 6.7 & 6.8
7/17/07	B	Remove HUM-F027 throughout, replace WC reference with OJI

9.0 FLOWCHART:

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

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

Request For Days From The Sick Leave Bank Flowchart

