

# THE UNIVERSITY OF TENNESSEE 2018 – 2019 SICK LEAVE BANK OPEN ENROLLMENT

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

Beginning April 1, 2018, and continuing through June 30, 2018, 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, 2018. Your new membership will be processed on July 1, 2018, 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 the UTSI HR office at (931)393-7226.

**Completed SLB applications must be returned to the address below on or by June 30, 2018.  
Late applications will not be accepted.**

UTSI Human Resources  
MS-11  
Lower C-wing

