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
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 1, 2018. 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 will be frozen and operation suspended.

_______________________________________________    _____________________
Signature of Applicant                Date

Return completed application to:

UTSI Human Resources
MS-11
Lower C-wing

THIS BOX IS FOR HUMAN RESOURCES USE ONLY.

Date received in HR: _____________

Employee % time: _____________

Employee sick leave balance: ___________   Date: _____________

Bank Membership:

UTIA                 Knoxville-Area/UTSI