2015 Operation Plan for
The Central Office Non-Faculty Sick Leave Bank

The Central Office Sick Leave Bank will operate under the provisions stated in Tennessee Board of Regents Guideline P-061 (Formation and Operation of Non-Faculty Sick Leave Bank) and Policy 5:01:01:15 (Transfer of Sick Leave Between Employees).

EFFECTIVE DATE:
The effective date of this Operation Plan is January 1, 2015.

OPEN ENROLLMENT PERIOD:
The annual enrollment period will be held October 1, 2014 and end October 31, 2014, for a membership effective date of January 1, 2015.

AMOUNT OF SICK LEAVE ASSESSED EACH MEMBER:
The initial enrollment assessment will be based on each member’s percentage of employment. Full-time employees will be assessed 22.5 hours; part-time employees, a corresponding prorated number of hours. Members will receive verification the assessment has been made. It is expected that the processing of the assessment will occur on November 1, 2014.

ELIGIBILITY:
An employee is eligible to become a member of the Sick Leave Bank when BOTH of the following criteria are met:

- He/she has 22.5 sick hours to cover the initial assessment;
- The initial assessment does not drop the employee’s remaining balance below 37.5 hours (the remaining balance may be a combination of sick and annual leave)

REASSESSMENT:
If the number of sick leave hours in the Bank falls below 450.0, the Bank Trustees reserve the right to reassess the membership 7.5 sick leave hours (prorated for part-time employees). Members choosing not to contribute at the time of reassessment may withdraw their membership by written notification to the Trustees. A member receiving Sick Leave Bank benefits at the time a reassessment occurs shall have his/her assessment delayed until he/she is no longer receiving benefit hours.

APPLICATION FORMS:
Persons interested in becoming a bank member or members needing to request sick leave hours from the Bank may obtain the following forms from any of the Trustees: (1) Official Non-Faculty Sick Leave Bank Enrollment Form, (2) Sick Leave Bank Assessment Agreement, and (3) Non-Faculty Sick leave Bank Request.

MAXIMUM NUMBER OF SICK LEAVE HOURS:
A restriction will be established on the number of hours which may be withdrawn by an individual bank member on account of none (1) illness, particularly an illness known at the time he/she elected to join the bank. Initial grants of sick leave bank hours to individual bank members shall not exceed the hourly equivalent of twenty (20) days for which the applicant would have otherwise lost pay. Additional grants of sick leave bank hours shall not exceed the hourly equivalents of sixty (60) total days in any fiscal year, or ninety (90) total days for any one illness, or recurring diagnosed illness, or accident.

PROCEDURES FOR MEMBERS TO REQUEST SICK LEAVE BANK HOURS:
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In order to be eligible for sick leave bank hours, an employee must have been a bank member for thirty (30) calendar days from the effective date of this Operation Plan prior to applying for withdrawal from the bank. The following process is followed for requesting sick leave bank hours:
1. Obtain a Non-Faculty Sick Leave Bank Request Form from one of the Bank Trustees.
2. Submit the completed form, along with any pertinent medical information, to Human Resources for verification.
3. Human Resources will forward the form and attachments to the Chairperson.
4. Within ten (10) calendar days of receipt of the request, the Chairperson will call a meeting of the Trustees, at which time the request will be reviewed and approved or denied. All decisions made by the Trustees are final.
5. The applicant and Human Resources will be immediately notified of the decision.

TBR POLICY, OPERATING PLAN, AND MINUTES:
A copy of the TBR Guideline P-C61 and TBR Policy 5:01:01:15, the Operating Plan, and the Trustee meeting minutes shall be placed on file in the Office of Human Resources and with the Chairperson of the Bank.

APPROVED:  

John G. Morgan, Chancellor

DATE: 7/10/14