

# Williamson County Board of Education



**Adopted Date:**  
7/20/15; Rev. 2/20/17;  
8/21/17

5.3021

SICK BANK - TEACHER  
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## **WILLIAMSON COUNTY BOARD OF EDUCATION TEACHER SICK LEAVE BANK**

**PURPOSE:** The purpose of the Teacher Sick Leave Bank is to provide sick leave to contributors to the Bank in the event of a disabling illness/injury, and provided their available sick leave or any other applicable paid leave has been exhausted. For the purpose of this policy, "Teacher" means all persons entitled to sick leave under T.C.A. § 49-5-710.

**TEACHER SICK LEAVE BANK TRUSTEES:** The Teacher Sick Leave Bank shall be administered by a Committee of Trustees in accordance with the provisions and procedures outlined below. The Trustees will be composed of five (5) members – two (2) appointed by the School Board and two (2) appointed by the PECCA-recognized professional employee's organization -- and the Superintendent, who shall chair the Trustees. Trustees appointed by the association must be licensed employees of Williamson County Schools. Trustees appointed by the School Board must come from the membership of the School Board. The Trustees shall be appointed in compliance with T.C.A. § 49-5-804.

### **PROVISIONS**

1. Membership in the Teacher Sick Leave Bank is limited to those individuals who are licensed full or part-time employees. Interim teachers and substitute teachers are not eligible for membership.
2. Eligible employees may join the Teacher Sick Leave Bank by donating two (2) sick leave days. The Trustees may assess additional day(s) as they deem advisable.
3. Sick Leave Bank days may be granted only for instances of disabling illness or injury of the individual member.
4. Licensed employees may enroll during August, September and October of every year, and shall be enrolled without regard to pre-existing conditions of health if they are on active duty (on the job) at the time of contribution. New employees may contribute within the first thirty (30) calendar days after their effective dates of employment or at the beginning of the new enrollment period.
5. All donations to the Bank are "final" and may not be returned to the donor unless the Bank is dissolved.
6. Teachers shall receive benefits from the Bank for their contracted period of employment. No benefits shall be paid for those days when an employee would not normally be in pay status.

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- 1 7. The form and manner of application for use of leave from the Bank shall be prescribed by the  
2 Trustees. The Trustees shall act either affirmatively or negatively on all applications within ten  
3 (10) school days of receipt by the Human Resources office of the application. Leave grants  
4 from the Bank, approved by the Trustees, shall not be more than twenty (20) consecutive days  
5 for which the individual applicant would otherwise lose pay. Applicants may submit requests  
6 for extensions of such leave grants before or after their prior grants expire. The maximum  
7 number of days any participant may receive in any fiscal year is sixty (60). The maximum  
8 number of days any participant may receive as a result of any one illness or recurring diag-  
9 nosed illness or accident is ninety (90). The maximum number of days any participant may  
10 receive while an employee of Williamson County Schools is one hundred eighty (180) days.  
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- 12 8. In the event a member is physically or mentally unable to make a request to the Sick Leave  
13 Bank for use of sick leave days, a family member or agent may file the request.  
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- 15 9. All records of the Sick Leave Bank shall be kept in or by the Payroll and Human Resources  
16 Departments. The Trustees shall inform the Human Resources Department of all applications  
17 they approve and the amount of additional leave granted the member.  
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- 19 10. If the Trustees determine it necessary, they may require a physician's statement of condition  
20 from any member requesting additional leave. Refusal to comply will result in denial of the  
21 pending request for use of sick leave days from the Bank.  
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- 23 11. Sick leave granted a member from the Bank need not be repaid by the individual except as all  
24 members are uniformly assessed.  
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- 26 12. Any employee who has been terminated, non-renewed or has resigned is not eligible to  
27 receive leave from the Sick Bank.  
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## 31 PROCEDURES

- 32 1. Contributions to the Bank must be made on the form prescribed by the Trustees.  
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- 34 2. Each member must sign an enrollment form stating that they are aware of the provisions of  
35 the Bank and relieving the Board of Education and the PECCA-recognized professional  
36 employee's organization from any liability as a result of action by the Trustees. The form  
37 will be forwarded to the Human Resources Department.  
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- 39 3. Any recommendation for approval to draw from the Bank must have the support of at least  
40 three (3) Trustees. The decision of the Sick Leave Bank Trustees shall be final.  
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- 42 4. Any individual submitting a request to draw from the Bank must have made a proper  
43 contribution to the Bank prior to the disabling illness or injury upon which the request is  
44 made.  
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- 1 5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick  
2 leave only after having been a member of the Bank for thirty (30) calendar days. A  
3 participant shall not receive any sick leave from the Bank until after having exhausted all  
4 accumulated sick, personal, inclement weather, and annual leave, including all paid board  
5 extensions. The Trustees may establish regulations restricting the number of days which  
6 may be withdrawn from the Bank by one (1) member on account of one (1) illness,  
7 particularly any known illness existing at the time the teacher elected to participate in the  
8 Bank. Grants of sick leave from the Bank shall not be made to any member on account of  
9 any elective surgery, or illness of any member of the participant's family, or during any  
10 period the member is receiving disability benefits from social security, the state teachers'  
11 retirement plan, or under the Workers' Compensation Law. An employee who has been  
12 terminated or non-renewed or has resigned is not eligible to receive sick leave from the  
13 Bank.  
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- 16 6. All requests to draw from the Bank must be made on the approved form and submitted to  
17 the Human Resources Department within thirty (30) calendar days of the first date Bank  
18 usage is requested, or as soon thereafter as the employee is physically or mentally able to  
19 do so. The request may be made for the employee by their next of kin if the employee is  
20 unable to physically or mentally complete the form. The Trustees will approve or deny the  
21 request within ten (10) work days after receipt and notify the individual of either the approval  
22 or denial of the request. Notice will only be made to the Payroll Department of approved  
23 actions. The Payroll Department will take no action in anticipation of the approval during the  
24 period of processing, and payments will be started on the next regularly scheduled payroll  
25 for the individual.  
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- 28 7. All requests to draw from the Bank must be accompanied by a physician's statement on the  
29 approved form confirming the cause of the illness or injury, signed by the physician.  
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- 32 8. An applicant may be required to undergo at Board expense a medical review by a physician  
33 approved by the Trustees.  
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- 35 9. Application forms for the Bank may be obtained online or through the Board at each work  
36 location or the PECCA-recognized office of the professional employee's organization.  
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- 39 10. The Human Resources Department shall maintain the records of all contributions,  
40 withdrawals, and the status of the Bank. Records of the Bank will be subject to audit by the  
41 Trustees. The Bank may only allocate the days on deposit at the time of a request, not to  
42 exceed the above stated individual maximums.  
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- 44 11. If a member does not use all days advanced from the Bank, the unused days will be  
45 returned to the Bank.  
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- 47 12. All days collectively contributed to the Bank, and not used in any one fiscal year, shall be  
48 carried over to the next fiscal year.  
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- 1 13. By written notice to the Human Resources Department a member may withdraw from the  
2 Bank participation on any June 30. Membership withdrawal results in forfeiture of all days  
3 contributed  
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5 14. The Trustees shall provide for rules and regulations consistent with the provisions of the  
6 statute. These rules and regulations shall be filed with the Office of the Commissioner of  
7 Education and the local school system within sixty (60) days of authorized establishment of  
8 the Bank pursuant to T.C.A. § 49-5-803 and shall be available for public inspection during  
9 regular office hours.  
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Legal Reference:  
TCA 49-5-710  
TCA 49-5-801 et. Seq.

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