

Williamson County Board of Education



Adopted Date:
7/20/15

5.3023

SICK BANK – CLASSIFIED
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WILLIAMSON COUNTY BOARD OF EDUCATION CLASSIFIED EMPLOYEE SICK LEAVE BANK

PURPOSE: The purpose of the Classified Employee 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.

CLASSIFIED EMPLOYEE SICK LEAVE BANK TRUSTEES: The Classified Employee 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 – four (4) appointed by the School Board and the Superintendent, who shall chair, or designate a person to chair, the Trustees. Two (2) members of the Trustees appointed by the Board must be full-time classified employees of the Williamson County School System. The other two (2) Trustees appointed by the School Board must come from the membership of the School Board.

PROVISIONS

1. Membership in the Classified Employee Sick Leave Bank is limited to those individuals who are full-time classified employees. An employee is not eligible to draw from the Sick Leave Bank until they have been employed ninety (90) days.
2. Eligible employees may join the Sick Bank by contributing two (2) days initially and one (1) sick leave day for the next four (4) years. The employee will be required to provide six (6) days total. The employee may end their membership at any time during the first five (5) years. However, to re-enroll in the program, the employee would have to start the contribution all over again beginning with the initial two (2) days and an additional day each year.
3. The Trustees may assess additional days to be donated by participating employees as they deem advisable. Such assessment may not exceed two (2) days per year. Notwithstanding any other provision in this policy, employees who are in the first five years of joining the Sick Bank may not be required to donate more than two (2) days per year total.
4. Sick Leave Bank days may be granted only for instances of non-elective surgery, disabling illness, injury, or catastrophic illness of the individual employee member.
5. Eligible 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.

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- 1 6. All donations to the Bank are “final” and will not be returned to the donor unless the Bank is
2 dissolved.
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- 4 7. Employees shall receive benefits from the Bank for their contracted period of employment. No
5 benefits shall be paid for those days when an employee would not normally be in pay status.
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- 8 8. The form and manner of application for use of leave from the Bank shall be prescribed by the
9 Trustees. The Trustees shall act either affirmatively or negatively on all applications within ten
10 (10) work days of receipt by the Human Resource Department of the application. Leave grants
11 from the Bank, approved by the Trustees, shall not be more than twenty (20) consecutive days
12 for which the individual applicant would otherwise lose pay. Applicants may submit requests for
13 extensions of such leave grants before or after their prior leave grants expire. The maximum
14 number of days an employee may receive is tied to the years of membership as follows:
15
16 90 days – 5 years of membership 20 days maximum
17 6 – 10 years of membership 40 days maximum
18 11 years or more 60 days maximum
19
20
21 There is a cap of sixty (60) days usage per employee for the duration of employment.
22
- 23 9. In the event a member is physically or mentally unable to make a request to the Sick Leave
24 Bank for use of sick leave days, a family member or agent may file the request.
25
- 26 10. All records of the Sick Leave Bank shall be kept in or by the Payroll and Human Resources
27 Departments. The Trustees shall inform the Human Resources Department of all applications
28 they approve and the amount of additional leave granted the member.
29
- 30
- 31 11. If the Trustees determine it necessary, they may require a physician’s statement of condition
32 from any member requesting additional leave. Refusal to comply will result in denial of the
33 pending request for use of sick leave days from the Bank.
34
- 35 12. Sick leave granted a member from the Bank need not be repaid by the individual except as all
36 members are uniformly assessed.
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- 38 13. Any employee who has been terminated, non-renewed, or has resigned is not eligible to receive
39 leave from the Sick Bank.
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PROCEDURES

1. Contributions to the Bank must be made on the form prescribed by the Trustees.
2. Each member must sign an enrollment form stating that they are aware of the provisions of the Bank and relieving the Board of Education from any liability as a result of action by the Trustees. The form will be forwarded to the Human Resources Department.
3. Any recommendation for approval to draw from the Bank must have the support of at least three (3) members of the Trustees. The decision of the Sick Leave Bank Trustees shall be final.
4. Any individual submitting a request to draw from the Bank must have made a proper contribution to the Bank prior to the disabling illness or injury upon which the request is made.
5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for ninety (90) calendar days. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick, personal, compensatory, inclement weather, and annual leave, including all paid board extensions. The Trustees may establish regulations restricting the number of days which may be withdrawn from the Bank by one (1) member due to one (1) illness, particularly any known illness existing at the time the employee elected to participate in the Bank. Grants of sick leave from the Bank shall not be made to any member due to any elective surgery, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security, the State retirement plan, or under the Workers' Compensation Law. An employee who has been terminated or non-renewed or has resigned is not eligible to receive sick leave from the Bank.
6. All requests to draw from the Bank must be made on the approved form and submitted to the Human Resources Department within thirty (30) calendar days of the first date Bank usage is requested, or as soon thereafter as the employee is physically or mentally able to do so. The request may be made for the employee by their next of kin if the employee is unable to physically or mentally complete the form. The Committee will approve or deny the request within ten (10) work days after receipt and notify the individual of either the approval or denial of the request. Notice will only be made to the Payroll Department of approved actions. The Payroll Department will take no action in anticipation of the approval during the period of processing, and payments will be started on the next regularly scheduled payroll for the individual.

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- 1 7. All requests to draw from the Bank must be accompanied by a physician's statement on the
2 approved form confirming the cause of the illness or injury, signed by the physician.
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- 4 8. An applicant may be required to undergo at Board expense a medical review by a physician
5 approved by the Trustees.
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- 7 9. Application forms for the Bank may be obtained through the Board, online or at each work
8 location.
9
- 10 10. The Payroll Department shall maintain the records of all contributions, withdrawals, and the
11 status of the Bank. Records of the Bank will be subject to audit by the Trustees. The Bank
12 may only allocate the days on deposit at the time of a request, not to exceed the above
13 stated individual maximums.
14
- 15 11. If a member does not use all days advanced from the Bank, the unused days will be
16 returned to the Bank.
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- 18 12. All days collectively contributed to the Bank, and not used in any one fiscal year, shall be
19 carried over to the next fiscal year.
20
- 21 13. By written notice to the Human Resources Department a member may withdraw from the
22 Bank participation on any June 30. Membership withdrawal results in forfeiture of all days
23 contributed.
24
- 25 14. The Trustees shall provide for rules and regulations consistent with the provisions of this
26 policy.
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46 Legal Reference:
47 T.C.A. § 49-5-811
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