



SICK LEAVE BANK ENROLLMENT PROCEDURE (BEN-P026)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of enrolling in the Sick Leave Bank of Clarksville-Montgomery County School System.

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Sick Leave Bank: This Bank provides sick leave to contributors who have suffered from a personal illness, injury, disability or quarantine and whose personal, annual and sick leave is exhausted.
- 4.2 Permanent Employee: Full-time employees who work at least 25 hours per week and part-time employees who work at least 15 hours per week making them eligible for all benefits offered by the School District.

5.0 PROCEDURE:

- 5.1 Sick Leave Bank open enrollment occurs every **August, September and October** (ref. [BEN-F050](#)).
 - 5.1.1 Forms may be obtained from the web or from the Benefits Office. Sick Leave Bank Guidelines for certified and classified banks are located at the end of this procedure and can be obtained from the web or from the Benefits Office.
 - 5.1.2 **Deadline for enrollment is October 31.**
- 5.2 Employee elects to participate in the sick leave bank by completing, signing and forwarding the enrollment form to the Benefits Office.
- 5.3 Benefits Associate deducts two (2) sick leave days from the employee's personal sick leave accumulation. The two days are deposited into the appropriate sick leave bank (Certified or Classified).
 - 5.3.1 Benefits Associate notifies the employee by email or letter, the date the sick leave will be deducted from his/her sick leave.
- 5.4 Employee's name is added to the Membership Roll (yearly and master list).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 TCA 49-5-801 through 810
- 6.2 Enrollment Form ([BEN-F050](#))



SICK LEAVE BANK ENROLLMENT PROCEDURE (BEN-P026)

Clarksville-Montgomery County School System

6.3 Sick Leave Bank Acknowledgement Memorandum (BEN-F051) Email or Letter

6.4 Certified Sick Leave Bank Guidelines (Exhibit B) [HUM-G012 Certified](#)

6.5 Classified Sick Leave Bank Guidelines (Exhibit B) [HUM-G012 Classified](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Enrollment Form	HR Office/HR Vault	Indefinitely	Permanent	Secured Building
Membership Roll	HR Office/HR Vault	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/24/04		Initial Release
11/11/04	A	Add 4.2, Add Sick Leave Rules and Regulations in 5.1.1 and 6.4
7/16/06	B	Update Sick Leave Bank Guidelines, remove payroll reference in 5.3, revise flowchart
5/29/12	C	Changed Procedure number from HUM-P011 to BEN-P026, other highlighted changes on attachment.
3/19/15	D	Changed Human Resources Associate to Benefits Associate in 2.1, updated logo, added the word "appropriate" in reference to sick leave bank in 5.3 and added Classified or Certified in parentheses
5/9/16	E	Updated 5.1.1, 5.3.1, and 6.3.
1/22/18	F	6.3 Added "or letter".
12/12/18	G	5.3.1, removed "a copy will be kept on file".
11/4/20	H	Deleted 6.4 "Sick Leave Bank Guidelines, Exhibit B" and added "Sick Leave Bank Guidelines (Exhibit B) Certified and Classified (items 6.4 and 6.5).

***** End of Procedure *****