

SICK LEAVE BANK

Department of Human Resources – Employee Relations

910 Madison Avenue, Suite 764 | Memphis, TN 38163 | 901.448.5600



RULES OF MEMBERSHIP

I. Rules of Membership

- Membership in the Sick Leave Bank (SLB) is voluntary and does not confer vested rights.
- Members may not direct how contributed days are used.
- To cancel membership, employees must submit a written request by June 30 of each year.
- Contributed days are non-refundable and non-transferable (except in cases of a direct transfer to another UT campus with a Sick Leave Bank).
- Membership ends upon:
 - Termination of employment
 - Retirement
 - Voluntary cancellation
 - Failure to comply with SLB assessments
- If SLB membership drops below **20 members** and the balance is fewer than **20 days**, the trustees may choose to dissolve the bank.
 - If dissolved, remaining days will be **proportionally returned** to current members.
- SLB membership is **confidential** and shared only for administrative purposes.

II. Contributions and Assessments

- All sick leave contributions are **non-refundable** and **non-transferable**.
- SLB is governed by [Personnel Policy 382](#).
- Trustees may assess additional leave contributions to maintain a reserve (ideally, **1 day per member**).
- Assessment details:
 - **Maximum per assessment:** 24.0 hours
 - **Maximum per fiscal year:** 48.0 hours
- Members will be notified **30 days in advance** of any assessment.
- Failure to comply (unless on SLB-approved leave or with a pending request) will result in **membership cancellation**.
- If the member has no accrued sick leave at the time of assessment, the first earned days will be automatically donated.

III. Eligibility and Applications

- Members must be enrolled in the SLB for **at least 30 days** before applying.
- Leave may be requested **only for the employee's own serious illness or injury**.
- **Not eligible** for SLB days:
 - Pre-existing conditions (unless 6-month waiting period has passed)
 - Elective surgeries (per American Medical Association guidelines)
 - Family member illnesses
 - Time covered by disability, retirement, or workers' compensation benefits
- All accrued personal leave (sick, annual, personal) and any banked holidays must be used before SLB days are granted.
- A family member or agent may apply on behalf of the employee if the employee is medically unable.

IV. Granting of Sick Leave Days

- Trustees act on complete applications within **10 calendar days**.
- Approval requires **three affirmative votes** from the five trustees.
- Initial grants are limited to **30 consecutive calendar days**.
- Extensions may be granted in **30-day increments**, not to exceed **90 calendar days in a 12-month period**.
- If SLB leave is unused due to recovery or death, **unused time is returned** to the SLB.
- **Part-time employees** will receive a pro-rated grant based on their percentage of effort.
- While using SLB time, employees are in **active pay status** and continue to accrue leave and other benefits.

ADDITIONAL INFORMATION

For policy details, eligibility, or assistance with the application process:

Visit: <https://uthsc.edu/hr/employee-relations/sick-leave-bank.php>

Email: employeerelations@uthsc.edu

Phone: 901.448.8481