

**2017 Operation Plan for
The System Office Non-Faculty Sick Leave Bank**

The System 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, 2017.

OPEN ENROLLMENT PERIOD:

The annual enrollment period will be held October 3, 2016 and end November 1, 2016, for a membership effective date of January 1, 2017.

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 30.0 hours (4 days); 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 or around November 1, 2016.

ELIGIBILITY FOR ENROLLMENT:

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

- He/she has 30.0 sick hours to cover the initial assessment;
- The initial assessment does not drop the employee's remaining balance below 37.5 hours, of which 15.0 must be sick leave.

REASSESSMENT:

In the absence of extenuating circumstances, a reassessment will not occur.

ELIGIBILITY FOR GRANTS:

Grants from the Bank will not be approved until the member has exhausted all accumulated sick, compensatory, and annual leave and has been in a leave without pay status for three (3) consecutive days.

- Each subsequent application that is related to, resulting from, or recurring from a previously diagnosed condition from which the Bank granted sick leave will require the member to be in a leave without pay status for one (1) day for every twenty (20) days awarded.
- For each new diagnosed personal illness, injury, accident, disability, medical condition, or quarantine, a member must be in a leave without pay status for three (3) consecutive days before Bank grants will be made.

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 Human Resources: (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 one (1) illness, injury, accident, disability, medical condition, or quarantine. Initial grants of sick leave bank hours to individual bank members shall not exceed the hourly equivalent of ten (10) days for which the applicant would have otherwise lost pay. Subsequent grants of sick leave bank hours will be granted in ten (10) day increments and shall not cause the individual bank member to exceed the hourly equivalents of sixty (60) days in any fiscal year, or ninety (90) days for any one illness, or recurring diagnosed illness, injury, accident, disability, medical condition, or quarantine.

PROCEDURES FOR MEMBERS TO REQUEST SICK LEAVE BANK HOURS:

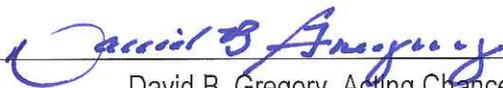
In order to be eligible for sick leave bank hours, an employee must have been a bank member for thirty (30) calendar days from the effective date of this Operation Plan prior to applying for withdrawal from the bank. The following process is followed for requesting sick leave bank hours:

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 will be immediately notified of the decision.

TBR POLICY, OPERATING PLAN, AND MINUTES:

A copy of the TBR Guideline P-061 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: _____



David B. Gregory, Acting Chancellor

DATE: 7-19-16