



The Sick Leave Bank is a pilot program that will grant paid sick leave to eligible employees who have exhausted their own sick leave and all other applicable paid time off. Put your unused sick leave to good use by donating it to help someone in need

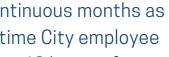
Enrollment is open July 15-August 15, 2018 Sign up at www.benefitsmemphis.com



benefitsquestions@memphistn.gov

REQUIRED TO ENROLL





- At least 48 hours of sick leave available
- Enrollment completed between 7/15/18-8/15/18



DONATING YOUR HOURS

- Minimum: 16 hours
- Maximum: 600 hours*
- Assessment: 8 hours/year* (mandatory as needed)
- Donations are non-refundable



MEMBERSHIP TERMINATION

- Employee separation
- Unable to return to work
- Committee ruling



*After pilot period

LEAVE?) ACCE. L M O H

THE APPLICATION PROCESS

- 1. Submit your application with supporting documentation to Sick Leave Bank administrator (HR Division)
- 2. Your application will be reviewed for approval or denial
- 3. If your application is denied, you may appeal the decision to the Chief Human Resource Officer (CHRO)

ELIGIBILITY

- You are an enrolled member
- You have an FMLA
 qualifying condition
 or you are an FMLA
 qualifying caregiver
 to an immediate
 family member with a
 qualifying condition
- You have exhausted all other paid leave



SICK LEAVE BANK GRANTS

- Annual cap: 1,040
 hours per rolling
 calendar year
- The amount of leave you are granted is based on medical documentation and your available hours
- Upon reaching the annual cap, you will be ineligible for paid leave from the Sick Leave Bank for the next 12 months

