



**Division of Human Resources**  
Total Rewards Service Center  
Alexandria Smith- Chief Human Resources  
Officer Darius Clay-HR Total Rewards  
Officer

## City of Memphis Sick Leave Bank Program – FAQs

### PROGRAM DETAILS

#### Q1. What is the City of Memphis Sick Leave Bank Program?

**Answer:** The Sick Leave Bank currently a pilot program that will allow eligible City of Memphis employees to receive a grant of paid sick leave.

Employees can only receive a grant after exhausting all of their personal sick, vacation, and bonus leave balances. Employees assigned to the Fire Division must also exhaust all of their catastrophic leave. To qualify, employees must be approved for qualifying leave under the FMLA or the Americans with Disabilities Act Amendments Act.

#### Q2. Where are the rules and procedures governing the Sick Leave Bank located?

**Answer:** The Sick Leave Bank Policy can be found on the Benefits Memphis website by clicking the link for the Citywide or MPD Sick Leave Bank Policy, whichever is applicable.

CityWide Sick Leave Bank Policy <https://www.benefitsmemphis.com/s/City-of-Memphis-Citywide-Sick-Bank-2018a.pdf>

MPD Sick Leave Bank Policy [https://www.benefitsmemphis.com/s/City-of-Memphis-MPD-Sick-Bank\\_2018.pdf](https://www.benefitsmemphis.com/s/City-of-Memphis-MPD-Sick-Bank_2018.pdf)

### ELIGIBILITY FOR ENROLLMENT AND MEMBERSHIP:

#### Q3. What are the qualifications to enroll in the Sick Leave Bank program?

**Answer:**

- 12 (Twelve) continuous months as a full-time City employee
- At least 48 hours of sick leave available as of the date of the beginning of the City's Benefits Open Enrollment period
- Enrollment completed during the Sick Leave Bank Open Enrollment period, as set by the City's Human Resources Division

**Q4. How do I enroll in the Sick Leave Bank program?**

**Answer:** Submit your completed application on-line at <https://www.benefitsmemphis.com/sick-leave-bank>

**Q5. How many hours are required for donation to the Sick Leave Bank Program?**

**Answer:**

- Employees must donate a minimum of 16 hours upon initial enrollment in the Sick Leave Bank. Employees assigned to the Fire Division will initially have 24 hours of sick leave deducted from their sick leave balance if assigned to a 24-hour shift.
- Employees can donate up to a lifetime maximum of 600 hours to the Sick Leave Bank. Employees who donate 600 hours upon enrollment will not have additional hours assessed to their sick leave balance.
- For Bank Members who do not elect to donate the lifetime maximum amount of six hundred (600) hours to the Bank upon initial enrollment, eight (8) hours of sick leave will be assessed to each Bank Member's personal sick leave balance on January 1 of each year. For employees assigned to the Fire Division who do not elect to donate the lifetime maximum amount of six hundred (600) hours to the Bank upon initial enrollment, twelve (12) hours of sick leave will be assessed to each Bank Member's personal sick leave balance on January 1 of each year, in a manner consistent with Fire Division's sick leave conversion. All sick leave donations are non-refundable

**Q6. Who is responsible for making the decision to grant or deny Sick Leave Bank Enrollment applications?**

**Answer:** The Sick Bank Administrator is responsible for approving or denying applications for membership.

**Q7. If the Sick Leave Bank is adopted after the PILOT period ends, how can employees enroll for the first time?**

**Answer:** Employees wishing to enroll in the Sick Leave Bank may complete an application during the next Sick Leave Bank open enrollment period.

**Q8. What is the definition of available hours?**

**Answer:** Available hours are the total number of hours available from your personal sick time.

**Q9. Is the 600-hour donation cap based on annual or lifetime donation?**

**Answer:** The 600-hour maximum donation cap is a lifetime cap. Once a member of the Sick Bank has donated 600 hours to the Bank, that member may not donate additional hours.

**Q10. After the mandatory 16-hour donation upon enrollment, how often are withdrawals made from member accrued sick leave.**

**Answer:** On January 1 of each year after initial enrollment, eight (8) hours of sick leave will be withdrawn from each Bank Member's personal sick leave balance. If the number of hours in the Bank falls below eight (8) hours per Bank Member, or if it becomes necessary, the Sick Bank Committee may make the decision to withdraw additional hours from each Bank Member. Bank Members who have donated the lifetime maximum amount of six hundred (600) hours will not have additional hours assessed to their personal sick leave balance.

**Q11: How will members be notified when sick leave hours have been deducted from their sick leave accrual?**

**Answer:** Enrolled members will receive a letter from the Sick Leave Bank Administrator notifying them of the deduction.

**MEMBERSHIP DISTRIBUTION PROCESS**

**Q12. How will members be notified when sick leave hours have been granted from the Sick Leave Bank?**

**Answer:**

- Enrolled members will receive a letter from the Sick Leave Bank Administrator notifying them of hours granted from The Sick Leave Bank.

**Q13. Who is eligible to receive benefits from the Sick Leave Bank program?**

**Answer:**

- Enrolled members who have exhausted all paid leave, including catastrophic paid leave for members assigned to the Fire Division.
- Enrolled members who are approved for qualifying leave under the Family Medical Leave Act ("FMLA") or the Americans with Disabilities Act Amendments Act ("ADAAA")

**Q14. How much leave can be granted from the Sick Leave Bank Program?**

- Enrolled members may be granted up to 1040 hours per rolling twelve (12) month period.

**Q15. Who is responsible for making the decision to grant or deny Sick Leave distributions from the Sick Leave Bank?**

**Answer:** The Sick Leave Bank Committee is responsible for approving or denying grants from the Sick Leave Bank.

**Q15. Can members select who their donated hours are distributed to?**

**Answer:** No. Hours are held in the Sick Leave Bank for distribution.

**Q17. Will donated sick leave hours have an end date?**

**Answer:** No. Once hours are contributed to the Sick Leave Bank they continue to be available for use until utilized. Donated hours are non-refundable.

**Q18. What is the fire conversion table?**

**Answer:** The conversion table is a formula used by the Fire Division to convert sick leave hours.

**WITHDRAWAL FROM PROGRAM**

**Q19. For what reasons may a Sick Leave Bank membership be terminated?**

**Answer:**

- Separation of full-time employment with the City; or
- Employee unable to return to work; or
- Employee does not maintain the required hours in his/her sick leave balance; or
- Material misrepresentation of facts; or
- An employee's submission of an application for retirement while receiving a grant from the Bank.

**Q20. What is the procedure for members wishing to withdraw their membership from the Sick Leave Bank?**

**Answer:** Members may request to withdraw their membership from the Sick Leave Bank during the next Sick Leave Bank Open Enrollment period.