

MPD SICK LEAVE BANK

The Sick Leave Bank is a 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.



KNOW BEFORE YOU ENROLL

REQUIRED TO ENROLL



- 12 continuous months as a full-time City employee
- At least 48 hours of sick leave available
- Enrollment completed between 11/11/19-11/30/19

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

Enrollment is open November 11-30, 2019 Sign up at <https://totalrewards.memphistn.gov/>

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HOW TO ACCESS LEAVE?

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



HOW MUCH LEAVE GRANTED?

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

