

SICK LEAVE BANK

The Sick Leave Bank grants paid sick leave to members of the bank who have exhausted all their personal sick, vacation and bonus leave balances and who have a FMLA (Family & Medical Leave Act) qualifying condition (or ADAAA) or are a qualifying caregiver to an immediate family member with a qualifying condition under FMLA.

Employees can join the Sick Leave Bank online during the designated enrollment period by visiting the Total Rewards Service Center website at <https://totalrewards.memphistn.gov>. To join the Sick Leave Bank, you must donate at least 16 hours of personal sick leave but can donate a maximum of up to 600 hours. Fire employees will be consistent with the Fire Division's sick leave conversion.

ENROLLMENT:

Employees interested in becoming a Sick Leave Bank member must meet the following criteria:

- 12 (twelve) continuous months as a Full-Time employee; and
- Have a current sick time balance of 48 hours as of the beginning of the enrollment period; and
- Complete enrollment during the designated enrollment period

DISBURSEMENT OF GRANT:

- Bank Members must have exhausted all other personal leave, this includes vacation, bonus and sick.
- Leave must be approved and qualify under FMLA or ADAAA (Americans with Disabilities Act Amendments Act)
- Available only to Sick Leave Bank members
- Bank Members can receive grants up to 1040 hours in rolling calendar year