



The Sick Leave Bank (SLB) is a program that can provide its members with up to 1,040 hours of paid leave if their medical condition qualifies. Employees can join the Sick Leave Bank by enrolling via the Oracle Fusion self- service portal located on the Total Rewards website at <https://totalrewards.memphistn.gov/> during the annual open enrollment for active employees.

**If you miss the deadline, you must wait another year until the next enrollment period!**

### **Frequently Asked Questions:**

**1. What's the benefit for me if I give some of my sick days to the bank?**

Membership will give you access to up to 1,040 hours of sick leave pay if you have a qualifying approved FMLA (Family & Medical Leave Act) condition or approved ADAAA Accommodation and has exhausted all other available sick, vacation and bonus time. If you are not a member in the bank, you are not eligible. Employees who aren't members aren't eligible. (FYI: 1,040 hours = 130 days).

Also, membership will give you access to up to 1,040 hours of sick leave pay, if an illness is supported by the City's COVID-19 PM-46-04 policy and you have exhausted all other available leave (Sick, Vacation and Bonus) .

**2. What does it cost to join?**

Full-time employees contribute sixteen (16) hours to join. Employees assigned to the Fire Division will initially have twenty-four (24) hours of sick leave deducted from his or her personal accumulation and donated to the Bank, in a manner consistent with Fire Division's sick leave conversion.

**3. Do I contribute 16 hours every year?**

No, after the initial enrollment, eight (8) hours of sick leave may be assessed from each Bank Member's personal sick leave balance on either the beginning of the calendar year or the beginning of the fiscal year if the bank balance has less than eight (8) hours available per bank member or at any time deemed necessary.

**4. Who is eligible to join?**

You must be actively employed with the City for at least a year, have 48 hours of sick time available and register during the annual open enrollment period.

**5. Why do you need so many people to join?**

- a. The answer is twofold. We want employees to have this safety net available to them if it becomes medically necessary.
- b. More members mean the pool of hours increase, which makes the bank stronger and able to meet the needs of more eligible members.

**6. How is the Sick Leave Bank different than short-term disability?**

- a. There is no cost to be in this program other than your donation of 16 hours to enroll and 8 hours each year.
- b. With the Sick Leave Bank, you will receive 100 percent of your pay up to 1,040 hours in a rolling calendar year.

- c. You pay a monthly premium for short-term disability. The benefit pays up to 70 percent of your weekly income depending on which tier you are enrolled in.

**7. How many days am I eligible to use as a member?**

If you have an approved Family Medical Leave Act qualified condition or approved ADAAA, you must first use your vacation days, sick days, bonus or any other accrued leave. After that you are eligible for a lifetime maximum up to 1,040 hours per rolling calendar year from the Sick Leave Bank.

**8. Do I have to use the granted sick leave hours all at once?**

No, your doctor will determine the number of days or hours you will need to be out with any occurrence. Bank members can receive grants up to a maximum of 1,040 hours in a rolling calendar year.

**9. How does being a member help my fellow employees?**

Sometimes people are hit with a devastating medical condition. Your small contribution can make a big difference in their lives just as their contribution can make a difference in yours.

**10. What happens if the sick leave bank runs out of hours?**

We don't expect that to happen, but if it does, and the number of hours in the Bank are less than eight (8) hours per Bank Member, the Committee may assess each Bank Member an additional eight hours to replenish the bank.

**Note: The Bank Members who have already donated the lifetime maximum amount of six hundred (600) hours are not required to donate additional hours.**

Bank Members will receive written notice prior to a special assessment.

**11. Can I get my hours back if I withdraw from the program?**

No. Initial, annual, and special donations/assessments to the Bank are nonrefundable and nontransferable.

**12. How will this impact my final payouts for sick leave days when I retire?**

You can receive a maximum of 75 days (600 hours) when you retire. You can donate the balance up to 600 hours when you retire to the Sick Leave Bank or the hours are forfeited. To donate when retiring, simply go to the Total Rewards website under the Fulltime dropdown select Sick Leave Bank and you will see a link for retiring employees that would like to donate. **You do not have to be a member to donate.**

**13. Can I donate my hours to a specific employee?**

No, all hours are added to the bank and distributed as Sick Leave Bank grants. Only SLB members will have access to the donated hours. We encourage all eligible employees to join so they can receive the benefits of the Sick Leave Bank.

**14. How do I enroll?**

You may enroll during the annual active employees open enrollment period via the Benefits Self-Service portal. If you miss that enrollment period you will not be able to join until next year's enrollment period.