

Bartlett City Board of Education		5035
Descriptor Term: CERTIFICATED EMPLOYEES SICK LEAVE BANK	Descriptor Code: Personnel	Issue Date: 05/28/2015
	Rescinds:	Revised: 10/26/2023

1 The Bartlett City Board of Education operates a Sick Leave Bank for certificated
2 employees as authorized by and in accordance with state law.¹ The purpose of the Sick
3 Leave Bank is to provide sick leave to teachers who have suffered an unplanned personal
4 illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

5 To form a Sick Leave Bank, a minimum of twenty (20) teachers from the District shall
6 petition the Board for permission to establish a Sick Leave Bank. Upon approval, sick
7 leave bank trustees shall be appointed and shall operate as the governing body of the
8 sick leave bank and shall enact rules and regulations consistent with state law.² Teachers
9 wishing to participate shall initially give three (3) days of sick leave. These days are to be
10 deducted from the teacher's personal accumulation and donated to the Sick Leave Bank.
11 All donations are nonrefundable and nontransferable.³

12 At any time the number of days in the Sick Leave Bank is less than twenty (20), or one
13 (1) per teacher if there are more than twenty (20) members, or at any time deemed
14 advisable, the Trustees shall assess each member one (1) or more days of accumulated
15 sick leave. If a teacher has no accumulated sick leave at the time of assessment, the first
16 earned days shall be donated as they are accrued by the teacher.

17 A member may request an allotment of days (for the employee's personal illness or on
18 account of an illness of his/her minor child) only in the manner designated by the trustees.
19 The need for these days must be verified by a statement from a doctor.⁴

20 By written notice to the trustees, a teacher may withdraw from Bank participation on June
21 30th of any year. Membership withdrawal results in forfeiture of all days contributed. A
22 member who withdraws may re-enroll by so indicating on the approved application form
23 during the months of August, September, or October of the following year, by contributing
24 the required donation, and in any manner so designated by the trustees.

¹ T.C.A. §49-5-801 *et. seq.*

² T.C.A. §49-5-804; T.C.A. §49-5-805

³ T.C.A. §49-5-807

⁴ T.C.A. §49-5-808