



Department of

Human Resources

**Sick Leave Bank (SLB)
Open Enrollment
Employee Self Service**

Objective

At the end of this presentation, eligible employees who are not currently Sick Leave Bank Members, will be able to apply for membership in to the Sick Leave Bank .

State of TN Employee Sick Leave Bank (SLB)

- The Sick Leave Bank (the “Bank”) grants paid sick leave to members who are medically certified as unable to perform the duties of their jobs as a result of a personal illness, injury, accident, disability, medical condition, or quarantine and who have exhausted all their personal sick, compensatory, and annual leave balances. The Bank is administered by a Board of Trustees (the “Board”) as established in T.C.A. § 8-50-903.

Sick Leave Bank Open Enrollment

For employees who are not SLB Members that want to join the Sick Leave Bank, they will follow the below path:

Navigator> HCM> Self Service> Time Reporting> Sick Leave Bank

[Home](#) Sick Leave Bank Collection

Instructions

Sick Leave Bank Enrollment

Enroll

To submit an application for SLB benefits, please click "Request Withdraw", then "Start a New Request." If you do not see the "Request Withdraw" folder then our records indicate you are not a member of the Sick Leave Bank. If you have any questions about this, please use the contact information at the end of this section to contact the Sick Leave Bank.

Applications for sick leave grants must be submitted no earlier than two weeks prior to, but no later than 30 workdays after the eligibility date absent any extraordinary circumstances. The eligibility date is the date the member exhausts all accumulated sick, compensatory, and annual leave.




The Medical Certification must be submitted by the member's medical provider via fax at 615-532-3209.


Medical Certification forms can only be submitted by the medical provider and will not be accepted from the employee or anyone else.

If you have any questions regarding submitting your application, please contact your designated SLB Coordinator or you may reach out to our office at SLB.Sickbank@tn.gov or call 615.741.5431.

Sick Leave Bank Open Enrollment

- The below page will generate and an eligible employee will be able to change the “No” button to “Yes” in the acknowledgement box below confirming their desire to enroll and then will click Submit. The employee will receive an email notification confirming their application for enrollment was submitted
- If an employee is not eligible to enroll due to not meeting all of the SLB Membership eligibility criteria, the page will advise the employee that they do not meet the requirements to become a SLB Member and will not allow the employee to submit an application.



< Back Sick Leave Bank Collection   

 **Enroll in SLB : Enrollment** Form ID 35267

The Sick Leave Bank Enrollment period is from August 1st to October 31st every year.
Click [here](#) for the full eligibility details. Please note this includes a requirement of having a minimum **6 days** available in your Sick Leave balance and donating 4 of those days.
For further information about the Sick Leave Bank, please click [here](#) for the Sick Leave Bank website.

Employee Information

Please review the information below and complete the affirmation of enrollment to submit your request to be enrolled in the Sick Leave Bank on November 1st.

Empl ID		Business Unit	31901	Human Resources
Name		Department	3190503500	OGC Sick Leave Bank

Action Items

Acknowledgement		1 row
<input type="radio"/> No	I request enrollment into Sick Leave Bank. I understand that I must meet the minimum requirements, including having 6 days of Sick Leave in my Sick Leave balance and donating 4 days of Sick Leave to the bank to be eligible for membership.	

▶ **Comments**

Sick Leave Bank Open Enrollment

Pursuant to T.C.A. § 8-50-802, SLB eligibility requirements for enrollment and membership are as follows:

- ✓ **The employee must be a full-time state employee and have 12 full months of continuous employment immediately preceding application for membership.**
- ✓ **You must be in leave accruing status at the time of enrollment.**
- ✓ **You must have a sick leave balance of at least 6 days by October 31st of the current enrollment year.**

Sick Leave Bank Open Enrollment

REMINDERS for New Enrollees:

- Employees who successfully join the SLB will have a membership effective date of November 1st of the current enrollment year.
- New Members are eligible to apply for grants of sick leave on February 1st of the following year following open enrollment. (SLB Guideline III.1)
- Any employee wanting to cancel their membership once membership is effective, must submit a written request to the SLB Board of Trustees requesting their membership be canceled. It must include their employee ID and signature. Please be advised that if a new enrollee submits this request at any time prior to June 30th, their membership will not be canceled until the next June 30th and they will forfeit the 4 sick days assessed to become a member of the SLB. (SLB Guideline VI.1.d)
- Applications for grants from the Bank for pre-existing conditions will be denied until November 1 of the following year. "Pre-existing" means a condition that existed for which a member received treatment or advice during the 12-month period prior to the effective date of initial Bank membership. (SLB Guideline III.2)

Sick Leave Bank (SLB) Office Contact Information

For any questions regarding Open Enrollment, please contact the Sick Leave Bank (SLB) office at the below email, phone number or see our website:

- Email: SLB.SickBank@tn.gov
- Phone Number: 615-741-5431
- SLB Website: <https://www.tn.gov/hr/employees1/sick-leave-bank.html>

Thank You