

KNOX COUNTY SCHOOLS
CLASSIFIED SICK LEAVE BANK REQUEST

Name: (As listed on Social Security Card) _____
Last First M. I.

Social Security No. _____ Phone Number _____

Address _____
Street City/State Zip

School/Location _____ Department _____

Are you employed outside of Knox County Schools? Yes ____ No ____ (if yes, please complete)

Location _____ How Long _____

Original Request ____ Extension (No.) ____ Have you used the Sick Bank previously? Yes ____ No ____

If yes, please provide dates of use and diagnosis of illness or injury _____

Are you receiving funds from any other source for the requested days? Yes ____ No ____ If so, please list _____

All Accrued Leave Days Must Be Used Prior To Sick Bank Approval (Sick, Vacation, Personal, Comp)

There is a waiting period of fifteen (15) consecutively scheduled working days after the diagnosis of the illness before the sick leave bank may be used. The waiting period may consist of sick leave, personal leave, vacation time, and/or compensatory time accrued by the employee. If the employee does not have at least 15 paid leave days available then the waiting period will consist of days without pay.

Number of Days Requested _____ (20 days for each request—original or extension)

Attending Physician _____ Physician Speciality _____

Comments Regarding Illness _____

I certify that the information is true, correct and complete. I further certify that any false or misleading information or omission of factual information may result in the denial or revocation of sick leave bank days. I also understand that if I request payment or file a claim for supplemental benefits (disability, accident or other policies) or file retirement paperwork, it will forfeit my eligibility for the sick bank days and I may be required to reimburse Knox County Schools for the sick days previously received.

Date of Request

Applicant's Signature

All forms should be returned by mail to the Benefits & Employee Relations Office, P.O. Box 2188, Knoxville, TN 37901-2188
or by dropping off at the Andrew Johnson Building, 3rd floor, 912 S. Gay Street, Knoxville, TN 37902.

For questions, employees may call 594-1682.