

DIRECTIONS FOR COMPLETING LEAVE OF ABSENCE FORM AND SICK BANK APPLICATION

LEAVE OF ABSENCE

A Leave of Absence form is required anytime an absence extends more than ten (10) days or if application is made for days from the Sick Bank. The leave must state the beginning and ending date of the leave. The number of accumulated sick and personal days to be used, *not including days requested from the Sick Bank*, must be indicated. If this information is not provided, no sick or personal days will be allocated and absences will be unpaid. If you are unsure about the number of sick leave days available, write “all available” in the space provided, and Human Resources will compute the days for you. The Medical Confirmation Form must be completed for any personal illness. If the absence is the result of the illness of a family member, the Certification of Physician or Practitioner form must be completed. If you have questions regarding completion of these forms, please contact Human Resources at 321-2545.

Board Policy 4211.2

Board Procedure 4211.2

SICK BANK APPLICATION

Members of the sick bank may apply for days from the bank if the reason for absence is a personal illness. The Sick Bank does not cover absences due to the illness of family members. A Sick Bank application, a Medical Confirmation Form, and a Leave of Absence Form must be completed at anytime days are requested from the Sick Bank. All sections must be completed on all forms. *Note that the Physician's signature is required on the Medical Confirmation Form.* Incomplete applications will not be considered. Only twenty (20) days can be requested on each application. Two extensions may be requested during a single school year; however, the Medical Confirmation Form must indicate a medical need for continued absence. If you have questions regarding your Sick Bank application, please contact Human Resources at 321-2545. Questions regarding the approval of days from the Sick Bank should be directed to the Superintendent's office at 321-2521.

Board Policy 4211.1

RETURN ALL FORMS TO:

HUMAN RESOURCES
SHELBY COUNTY SCHOOLS
160 S. HOLLYWOOD ST.
MEMPHIS, TN 38112

