

## MEMORANDUM

TO: All Eligible Faculty  
FROM: Trustees, Faculty Sick Leave Bank  
DATE: October 3, 2011  
SUBJECT: Open Enrollment Period for Faculty Sick Leave Bank

In 1984, Tennessee Technological University established a faculty sick leave bank to provide additional sick leave for bank members who experience a prolonged period of illness or disability. **This notice is only sent to faculty who are not sick bank members.**

The Faculty Sick Leave Bank Guidelines stipulate that each October will be an open enrollment period for eligible faculty members (available at <http://www.tntech.edu/hr/slbfacultyguidelines/> ).

Should you wish to participate, complete the Faculty Sick Leave Bank Enrollment Form at [http://www.tntech.edu/files/hr/forms/sickleave/Faculty\\_SLB\\_Enrollment\\_Form\\_10-11.pdf](http://www.tntech.edu/files/hr/forms/sickleave/Faculty_SLB_Enrollment_Form_10-11.pdf) and return it to the Human Resources, Box 5132. It must be received by 4:30 p.m. on Friday, October 29. Please note that if you do choose to participate, the initial assessment will be fifteen (15.0) sick leave hours for full-time employees. (There has not been a need to require more than the initial assessment of 15 hours since the beginning of the program in 1984.) You will record this on your November leave report.

Frequently Asked Questions are available at <http://www.tntech.edu/hr/fagsickleave/> . Questions regarding the faculty sick leave bank may be addressed to any of the trustees who may be contacted at the following extensions, or you may call Sharon King, personnel assistant, at 3766.

Dr. Paula Hinton – 3339  
Dr. Christy Killman – 3539  
Ms. Regina Lee – 6105  
Dr. Bruce Greene – 3418  
Dr. P.K. Rajan – 3430

**NOTE:** Also, you may only receive sick leave donations from other employees if you are a sick leave bank member.