

SICK LEAVE BANK

Membership in the Coffee County Sick Leave Bank is available to any certified employee who makes an application according to the Sick Leave Bank Guidelines.

Application for membership may be made during the months of August, September and October of each school year.

As of August 1, 2011, the effective date of membership shall be the first day of the month following the receipt of the Sick Leave Bank application. State law mandates a member may request sick leave days from the Bank only after having been a member of the bank for thirty (30) days.

The dates established for the 2023-2024 new memberships are as follows:

Membership application Received by this Date	Effective Date	First eligible date to make application to use sick leave
August 31, 2023	September 1, 2023	October 1, 2023
September 30, 2023	October 1, 2023	November 1, 2023
October 31, 2023	November 1, 2023	December 1, 2023

For more information, please contact Melisa Westmoreland at Westmorelandm@k12coffee.net