

SICK LEAVE BANK

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

Membership applications 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 after receipt of the Sick Leave Bank application. State law mandates that a member may request sick leave days from the Bank only after having been a member for thirty (30) days.

The dates established for the 2024-2025 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, 2024	September 1, 2024	October 1, 2024
September 30, 2024	October 1, 2024	November 1, 2024
October 31, 2024	November 1, 2024	December 1, 2024

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