

SICK LEAVE BANK

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

Membership applications are accepted during 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 2025-2026 new memberships are as follows:

Membership application Received by this Date	Effective Date	First eligible date to make application to use sick leave
August 29, 2025	September 2, 2025	October 1, 2025
September 30, 2025	October 1, 2025	November 3, 2025
October 31, 2025	November 3, 2025	December 1, 2025

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