

**COFFEE COUNTY BOARD OF EDUCATION
COFFEE COUNTY EDUCATION ASSOCIATION**

SICK LEAVE BANK

Membership in the Coffee County Sick Leave Bank is available to any employee who makes 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, the effective date of membership shall be the first day of the month following the receipt of the Sick Leave Bank application in the Human Resources Office located in the Coffee County Board of Education Central Office. 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.

Dates established for new memberships are as follows:

Membership application received by this date:	Membership effective this date:	First eligible date to make application for sick leave:
August 31,	September 1,	October 1,
September 30,	October 1,	November 1,
October 31,	November 1,	December 1,

Enrollment forms may be obtained from Coffee County Education Association representatives or may be downloaded from the Coffee County Schools website (www.coffeecountyschools.com).