

## **Sick Leave Bank**

James K. Polk Building, 2<sup>nd</sup> Floor

505 Deaderick Street

Nashville, TN 37243-0635

615-741-5431 Phone – 615-532-3209 Fax – 800-221-SEIL (7345) Toll Free

### **SICK LEAVE BANK APPLICATION CHECKLIST**

- Payments from the Sick Leave Bank (SLB) do not begin automatically.
  - You must file a Withdrawal Request Application and Medical Certification form timely.
  - SLB and the Family Medical Leave Act (FMLA) are not the same. These are two separate applications, and applying for FMLA does not result in a grant from the SLB.
1. I have spoken with my agency Human Resources representative about filing an application with the SLB. \_\_\_Yes \_\_\_No  
[If not, contact your agency SLB Coordinator immediately. Ask for SLB forms, the date you will run out of leave, and determine when you need to file for SLB benefits].
  2. What date does my leave run out [sick, annual, and compensatory]? \_\_\_\_\_  
[Contact your agency SLB Coordinator regarding this information about your eligibility date].
  3. What is the date of my last doctor's appointment? \_\_\_\_\_  
[The initial treatment visit with your *medical doctor/surgeon* must be no more than two weeks prior to, and no more than 30 days after your leave expires. A treatment visit may include a visit with a *medical doctor/surgeon* while in the hospital or the date of surgery. An initial treatment visit with a medical provider who is not a licensed medical doctor/surgeon is not acceptable under SLB Guideline III.8.a].
  4. I have sent my Withdrawal Request Application to my HR office to sign. \_\_\_Yes \_\_\_No  
[To file timely, the SLB must receive your initial Withdrawal Request Application no earlier than two weeks prior to, and no more than 30 days after your leave expires].
  5. I have given my doctor's office the Medical Certification form to complete and send directly to the SLB. \_\_\_Yes \_\_\_ No  
[The initial Medical Certification form must be based on a treatment visit with your *medical doctor/surgeon* no earlier than two weeks prior to, and no more than 30 days after your leave expires. Your doctor's office must mail or fax the Medical Certification form directly to the SLB. The Medical Certification form can only come from the physician's office].
  6. If you have other questions about filing for SLB benefits, please contact your SLB Coordinator immediately.