

Scott County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: System-Wide Support Personnel 12 Month Employees Leave	Descriptor Code: 5.3001	Issued Date: 06/12/03
		Rescinds:	Issued:

Sick/Personal Leave

The time allowed for sick leave for system-wide support personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.¹ The time allowed for personal leave shall be two (2) days per year.

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.¹

Permanent, cumulative sick leave records for each active employee shall be kept in the director of schools' office.

Sick leave for maternity purposes may be taken during the period of physical disability only. An employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are employees, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.¹

Unused sick leave shall be applied to retirement credit.

Annual/Vacation Days

Twelve (12) month employees will be granted one (1) day per month annual/vacation leave for a total of twelve (12) days per year and may accumulate up to twenty-four (24) days per year over a two (2) year period.

Legal References:

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)

Cross References:

- Family and Medical Leave 5.305
Physical Assault Leave 5.307