

## Franklin Special Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <h3 style="text-align: center;">Sick Leave</h3>	Descriptor Code: <b>5.302</b>	Issued Date: <b>04/10/17</b>
		Rescinds: <b>5.302</b>	Issued: <b>05/08/00</b>

1 Full-time personnel shall earn one (1) day of sick leave for each month employed during the school year,  
2 and these days shall accumulate for an unlimited number of days.<sup>1</sup>

3 Sick leave shall be defined as: illness of an employee from natural causes or accident; quarantine; or  
4 illness or death of a member of the immediate family of an employee, including the employee's wife or  
5 husband, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-  
6 in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

7 A certificate from the physician on forms furnished by the Board may be required in support of any claim  
8 for sick leave pay.<sup>1</sup> Furthermore, if the employee does not return to work [for FY 2016-17] after three  
9 (3) consecutive absences [for FY 2017-18 and thereafter] five (5) consecutive absences due to illness,  
10 he/she will be required to present a physician's statement with the reason for the absence on FMLA  
11 forms furnished by the director of schools/designee. Frequent absence and/or misuse of sick leave by an  
12 individual are sufficient grounds for requiring a physician's certificate stating the reason for absence.  
13 Failure to comply may be deemed insubordination. A falsified statement shall be grounds for dismissal.

14 An employee in need of sick leave shall be allowed to use unearned sick leave up to the amount of days  
15 which such employee may accumulate during the remainder of the school year in which he/she is  
16 employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same year.  
17 Upon termination of the employment of such employee before such days are earned or at the end of the  
18 school year, there shall be deducted from the final salary of such employee an amount sufficient to cover  
19 the excess sick leave days used by him/her, and if such final salary is insufficient for this purpose, the  
20 employee shall be liable for reimbursement of any amount in excess of his/her final salary.<sup>5</sup>

21 The principal shall notify the director's office at once if a teacher will be absent for twenty (20)  
22 consecutive teaching days. The substitute teacher, beyond this point, must have a certificate or permit  
23 and must be paid according to the district's teacher salary scale.

24 If an employee has used his/her accumulated sick leave and must be absent for reasons defined in this  
25 policy, the employee must apply for unpaid leave on a form provided by the director of schools/designee.

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

28 An employee, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
29 school system, provided that the director of schools of the system in which the accumulated leave was  
30 held provides notarized verification.<sup>3</sup>

31 Accumulated sick leave for maternity purposes may be taken during *the period of physical disability*,  
32 but only up to forty (40) days, based upon the type of delivery. An employee may use up to thirty (30)

- 1 days of accumulated sick leave for an adoption or placement of a child in foster care with the employee.
- 2 If both adoptive or foster parents are employees, only one parent may request to use accumulated sick
- 3 leave. Written verification from the adoption/foster care agency or other entity handling the adoption or
- 4 foster care placement shall be required before the leave is granted.<sup>4</sup>

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Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-710(a)(2)
5. TCA 49-5-710(a)(9)

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Cross References

- Family and Medical Leave 5.305  
Physical Assault Leave 5.307