

Hancock County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 11/10/16
		Rescinds: 5.302	Issued: 06/14/15

1 PROFESSIONAL PERSONNEL

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

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

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

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

13 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
14 of his/her sick leave accumulation.

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

17 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
18 school system, provided that the director of schools of the system in which the accumulated leave was
19 held provides notarized verification.³

20 Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher
21 may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive
22 parents are teachers, only one parent may request leave. Written verification from the adoption agency
23 or other entity handling the adoption shall be required before the leave is granted.⁴

24 SICK LEAVE BANK

25 The purpose of the sick leave bank is to provide sick leave to all employees⁶ who have suffered an
26 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

27 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
28 the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall
29 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and

1 regulations consistent with state law.⁵ Employees wishing to participate shall initially give a maximum
2 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
3 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
4 nontransferable.⁷

5 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
6 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
7 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
8 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
9 employee.⁷

10 An employee who is a member of the sick leave bank may request an allotment of days (for the
11 employee's personal illness only) in the manner designated by the trustees. The need for these days must
12 be verified by a statement from a doctor.

13 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
14 year.⁴ Membership withdrawal results in forfeiture of all days contributed.

15 The sick leave bank shall be operated in accordance with state law.

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 49-5-804; TCA 49-5-805
6. TCA 49-5-811
7. TCA 49-5-807
8. TCA 49-5-806

Cross References

- Family and Medical Leave 5.305
Physical Assault Leave 5.307