

# Greeneville City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>09/25/14</b>
		Rescinds: <b>5.302</b>	Issued: <b>09/23/10</b>

## 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.<sup>1</sup>

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

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  
12 claim for sick leave pay.<sup>1</sup>

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.<sup>1</sup>

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.<sup>1</sup>

24 Professional personnel employed on a temporary or half time basis or greater shall be entitled to sick  
25 leave in proportion to the basis of employment.

## 26 **SUPPORT PERSONNEL**

27 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

1 At the termination of the employment of any employee, all unused sick leave accumulated by the  
2 employee shall be forfeited.

3 The immediate supervisor may require a physician's certificate stating the reason for absence.

#### 4 **SICK LEAVE BANK**

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

7 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition  
8 the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall  
9 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and  
10 regulations consistent with state law.<sup>5</sup> Employees wishing to participate shall initially give a  
11 maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal  
12 accumulation and donated to the sick leave bank. Donations of sick leave to the bank are  
13 nonrefundable and nontransferable.<sup>3</sup>

14 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee  
15 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess  
16 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick  
17 leave at the time of assessment, the first earned days shall be donated as they are accrued by the  
18 employee.<sup>3</sup>

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

22 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any  
23 year.<sup>4</sup> Membership withdrawal results in forfeiture of all days contributed.

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

#### 25 **BEREAVEMENT LEAVE**

##### 26 *All Full Time Employees*

27 Three (3) days of bereavement leave will be granted due to the death of an employee's spouse, parent,  
28 child, grandchild, sibling, grandparents, father-in-law or mother-in-law. One (1) day of bereavement  
29 will be granted due to the death of an employee's aunt or uncle, son-in-law, daughter-in-law, brother-  
30 in-law, sister-in-law, or any other person living in the home of the employee as a member of the  
31 family.

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Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)
3. TCA 49-5-807
4. TCA 49-5-806
5. TCA 49-5-804; TCA 49-5-805

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Cross References

Family and Medical Leave 5.305  
Physical Assault Leave 5.307