

# Kingsport City Schools

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>10/02/14</b>
		Rescinds: <b>5.302</b>	Issued: <b>06/06/13</b>

## PROFESSIONAL PERSONNEL

Professional personnel shall receive sick leave at the rate of one (1) day for each contracted month. Such days shall be credited to the employee's sick leave account at the beginning of each contract year. The allotted days are available for use at any time during the contract year with the understanding that the System would be reimbursed for any overpayment should the contract be broken for any reason.

## CLASSIFIED PERSONNEL

Classified personnel shall earn sick leave at the rate of one (1) day for each month worked. Such days will be available for use after the last day of the month in which it is earned. Eligible employees may choose to join the Classified Sick Leave Bank during the months of August, September, or October. Members may use sick leave days through the Bank when they meet the established criteria and are approved by the governing Board of Trustees. The Sick Leave Bank shall be the sole method to donate sick leave to another employee.

## CONDITIONS AND DEFINITIONS FOR ALL PERSONNEL

Sick leave may be used by eligible employees only for one of the following conditions:

- Sick leave will be used for leave taken pursuant to FMLA and BOE Policy 5.305.
- Illness of the employee. (A doctor's certificate is required if the employee is absent more than four (4) consecutive work days for illness.)
- A return to work release is required if the employee is absent more than four (4) consecutive work days for illness OR the employee has an injury or illness/surgery requiring possible accommodations.
- Illness of a member of the employee's immediate family. (A doctor's certificate is required if the employee is absent more than four (4) consecutive work days for illness in the family.)
- Contagious or communicable disease of employee that might endanger the health of school children.
- Death in the employee's immediate family. Bereavement leave runs concurrently with sick or personal leave and is limited to a maximum of three days for an immediate family member. A one day bereavement leave may be granted for a family member not considered in the definition of "immediate family member."
- Maternity leave, during period of physical disability only, as determined by a physician.
- Adoption of a child.

For purposes of administering this policy, an immediate family member is defined as wife, 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, or any person having been regularly living in the household.

All earned, unused sick leave may accumulate from year to year without limit and may be converted to service credit for retirement benefits.

Legal Reference:  
TCA 49-5-710  
TRR/MS 0520-1-2-.04(2)  
TCA 49-5-702  
TCA 49-5-704

Cross Reference:  
Personal and Professional Leave 5.303  
Extended Leaves of Absence 5.304  
Family and Medical Leave 5.305  
Maternity Leave 5.3051