

Lakeland Board of Education

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| Monitoring: Review: Annually, in February | Descriptor Term: Sick Leave | Descriptor Code: 5.302 | Issued Date: 04/14/14 |
| | | Rescinds: | Issued: |

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,
7 daughter-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 superintendent and shall promptly be given to the immediate supervisor in support of all claims
10 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.¹

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

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

17 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
18 school system, provided that the superintendent of the system in which the accumulated leave was held
19 provides notarized verification.¹

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.¹

24 SUPPORT PERSONNEL

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

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

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

Legal References

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