

# Hardeman County 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>01/21/00</b>
		Rescinds: <b>GBRHB/ GCRG</b>	Issued: <b>12/16/97</b>

## 1 PROFESSIONAL PERSONNEL

2  
3 The time allowed for sick leave for professional personnel shall be one (1) day for each month employed  
4 during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

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

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

14  
15 A certificate from the physician on forms furnished by the Board may be required in support of any  
16 claim for sick leave pay.<sup>1</sup>

17  
18 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit  
19 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or  
20 permit and must be paid according to the state salary scale.

21  
22 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
23 director of schools' office.

24  
25 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school  
26 system, provided that the director of schools of the system in which the accumulated leave was held  
27 provides notarized verification.<sup>1</sup>

28  
29 Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher  
30 may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive  
31 parents are teachers only one parent may request leave. Written verification from the adoption agency  
32 or other entity handling the adoption shall be required before the leave is granted.<sup>1</sup>

## 33 SUPPORT PERSONNEL

34  
35  
36 Sick leave shall be defined the same for maintenance supervisor, maintenance workers, transportation su-  
37 pervisor, mechanics and bus drivers as for certified employee. Days earned ( except bus drivers) for sick  
38 leave shall be one (1) day for each month an employe is employed. Sick leave (except bus drivers) shall  
39 be cumulative in the same manner as certified personnel. Bus drivers shall earn two (2) sick days for the  
40 calendar year and may accumulate earned days if not used not to exceed a maximum of eight (8) days.

41 At the termination of the employment of any employee, all unused sick leave accumulated by the

1 employee shall be terminated.

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3 The immediate supervisor may require a physician's certificate stating the reason for absence. Frequent  
4 and misuse of sick leave by an individual are sufficient grounds for requiring a physician's certificate  
5 stating the reason for absence.  
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42 Legal References:

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

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46 Cross References:

- 47 Family and Medical Leave 5.305  
48 Physical Assault Leave 5.307