

# Hardin 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>05/14/12</b>
		Rescinds: <b>5.302</b>	Issued: <b>09/08/09</b>

## PROFESSIONAL PERSONNEL

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

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or 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.<sup>2</sup>

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

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

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

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

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

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

## SUPPORT PERSONNEL

Qualifying employees will be granted a sick leave day at the rate of one day per month for each month eligible. Qualifying employees are defined as: all employees within the Hardin County School System with the exception of substitutes in any capacity and any student worker.

1 Sick leave shall be defined as: illness of employee from natural causes or accident, quarantine, or illness  
 2 or death of a member of the immediate family of the employee, including the employee's wife or husband,  
 3 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-  
 4 law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup> Sick leave is NOT intended to be used as an extension  
 5 of employment prior to retirement.

6  
 7 Support personnel must submit to the director of schools or the director's designee a request for extended  
 8 sick leave, defined as leave in excess of five (5) consecutive school days or twenty (20) cumulative school  
 9 days in one (1) fiscal year, in advance except in case of emergency, in which case the employee must  
 10 request extended leave as soon as practicable after the leave begins. If the employee is unable to make the  
 11 request due to severe illness or injury, the request may be made by an immediate family member or legal  
 12 representative of the employee.

13  
 14 A certificate from the physician may be required in support of any claim for sick leave pay.

15  
 16 Sick leave may not be used for Annual Leave.

17  
 18 Effective July 1, 2012, all full time support personnel that are eligible to earn sick leave days may accumulate  
 19 unlimited sick leave days. Upon voluntarily leaving employment with the Hardin County Board of  
 20 Education, all employees will be compensated for the unused portion of accumulated sick leave at the rate  
 21 of \$10 per day for the unused sick leave days accumulated after July 1, 2012. Any accumulated unused  
 22 sick leave days earned prior to July 1, 2012, by full time (12 month/261 day) system wide personnel, shall  
 23 be compensated at their rate of pay as of June 30, 2012.

24  
 25 Employees who have used all of their accumulated sick leave can be advanced sick leave for the balance  
 26 of the school year at the number of days they would earn for that year. For any additional time needed,  
 27 the employee will be considered on leave without pay status unless the employee has accumulated annual  
 28 leave time or compensatory time remaining. The employee may request that additional sick leave time be  
 29 credited against the remaining annual leave or compensatory time.

30  
 31 **Continuation of Health/Dental Insurance**

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 33 Employees that have exhausted sick leave and are unable to work due to personal illness will be provided  
 34 individual health and dental insurance to them at no cost for a period of six (6) months. Upon exhaustion  
 35 of the six months of paid coverage, it will be the responsibility of the employee to cover the cost of health  
 36 and/or dental insurance by paying to the Hardin County Board of Education by the first day of each month  
 37 or they will have the option of Cobra if employment is terminated.

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 39 Any personal deductions for which the employee is responsible will be the employee's responsibility and  
 40 arrangements to continue these must be made with the Hardin County Board of Education.

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 42 Employees must meet FMLA eligibility to be eligible for six months paid coverage.

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 46 Legal References:

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

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Cross References:

- Family and Medical Leave 5.305  
 Physical Assault Leave 5.307