

Rutherford County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 03/17/16
		Rescinds: 5.302	Issued: 11/20/14

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

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

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

10 A certificate from the physician on forms furnished by the Board may be required in support of any claim
11 for sick leave pay and will always be required in support of absences for more than five (5) consecutive
12 days.¹ The procedures for long term leave are covered in Board Policy 5.304 Long-Term Leaves of
13 Absence.

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

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

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

23 All Personnel shall be granted bereavement leave up to two (2) days per event in the event of death of
24 an immediate family member. Immediate family member shall include the employee's wife, husband,
25 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-
26 in-law, son-in-law, brother-in-law and sister-in-law.

27 The time allowed/days earned for sick leave shall be one (1) day for each month an employee is
28 employed.

29 **SUPPORT PERSONNEL**

30 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 enacted rules and
10 regulations consistent with state law.⁵ Employees wishing to participate shall initially give a maximum
11 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
12 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
13 nontransferable.³

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.³

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 must
21 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.⁴ Membership withdrawal results in forfeiture of all days contributed.

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

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-807
4. TCA 49-5-806
5. TCA 49-5-804; TCA 49-5-805

Cross References

- Family and Medical Leave 5.305
Physical Assault Leave 5.307