

# Scott 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>05/08/03</b>
		Rescinds: <b>5.302</b>	Issued: <b>08/08/96</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 by  
12 the director of schools and shall promptly be given to the immediate supervisor in support of all claims  
13 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 claim  
16 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 or  
32 other entity handling the adoption shall be required before the leave is granted.<sup>1</sup>

## 33 **SUPPORT PERSONNEL**

34  
35 Sick leave shall be the same for support personnel as for certified employees.

36  
37 The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed.

38  
39 Sick leave shall be cumulative for all earned days not used to a maximum of sixty (60) days.  
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1 At the termination of the employment of any employee, all unused sick leave accumulated by the  
2 employee shall be terminated.

3  
4 The immediate supervisor may require a physician's certificate stating the reason for absence.

5  
6 Unused sick leave up to and not exceeding sixty (60) days shall be applied to retirement credit.

7  
8 The Board will not purchase and/or pay employees for accumulated sick leave days.

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10 This applies to 10 month and/or 10 1/2 month employees.  
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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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Cross References:

- Family and Medical Leave 5.305  
Physical Assault Leave 5.307