

Obion County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Support Personnel Leave	Descriptor Code: 5.310	Issued Date: 09/08/08
		Rescinds: 5.310	Issued: 03/05/07

1 **CLASSIFICATION OF EMPLOYEES**

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3 For purposes of this policy, classification of employees is as follows:

Employee Classification	Length of Employee Contract	Job Titles Included, but not limited to,
9-month employee	180 to 190 days	Bus Driver Food Service Educational Assistant School Nurse
10-month employee	200 days	School Secretary School Custodian
11-month employee	220 days	School Bookkeeper Central Office Staff
12-month employee	240 days	School Custodian School Maintenance Technology Department Central Office Staff
12-calendar month employee	260 days	Central Office Manager Supervisor of Transportation Supervisor of Maintenance Bus Garage Employee Maintenance Department Employee Central Office Payroll/Accountant

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27 **SICK LEAVE**

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

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32 Sick leave shall be defined as illness of an employee from natural causes or accident, quarantine, or illness
33 or death of a member of the immediate family of an employee, including the employee's wife or husband,
34 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-
35 law, son-in-law, brother-in-law, and sister-in-law.

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37 A signed statement listing the cause of absence shall be provided by the employee on forms furnished by
38 the director of schools and shall promptly be given to the immediate supervisor in support of all claims
39 for sick leave pay. A falsified statement or utilization of sick leave for reasons other than those defined in
40 this policy shall be grounds for dismissal. In addition, the immediate supervisor may require a physician's
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1 statement stating the reason for the employee's absence from work. If an employee must miss two weeks
 2 or more of work because of illness, he/she must request a leave of absence from the Board in order to be
 3 eligible to return to the same position. Upon recovering, a doctor's release is required prior to returning to
 4 work. The immediate supervisor shall notify the director of schools' office at once if an employee is sick
 5 beyond the limit of his/her sick leave accumulation. Permanent, cumulative sick leave records for each
 6 active employee shall be kept in the director of schools' office.

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 8 Sick leave for maternity purposes may be taken during the period of physical disability only. An employee
 9 may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents
 10 are employees, only one parent may request leave. Written verification from the adoption agency or other
 11 entity handling the adoption shall be required before the leave is granted.

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 13 At the termination of the employment of any employee, all unused sick leave accumulated by the employee
 14 shall be terminated. If the employee is a member of the Tennessee Consolidated Retirement System (TCRS)
 15 and has accumulated twenty (20) or more unused sick leave days then he/she may elect to use these days
 16 toward retirement experience.

17 **ANNUAL LEAVE (For 12 Calendar Month Employees Only - 260 Days per Year)**

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 20 For employees working twelve (12) calendar months (260 days per year), annual leave shall be earned as
 21 follows:

22 Experience within	23 Days Earned per	24 Maximum
25 Obion County	26 Month	27 Accumulation
28 1 - 9 Years	29 1.00	30 20 Days
31 10 - 19 Years	32 1.25	33 25 Days
34 20+ Years	35 1.50	36 30 Days

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 38 When requesting three (3) or more consecutive annual (vacation) days, annual leave for support personnel
 39 of the Board must be approved by the director of schools and immediate supervisor two weeks prior to the
 40 time of vacation. Annual leave days shall not be advanced and shall not be taken until earned. The maximum
 41 accumulation of annual leave days can be carried forward from one fiscal year to the next. Annual leave
 42 accrued in excess of the applicable maximum shall be transferred to sick leave on June 30 each year. An
 43 employee must work, including paid leave (sick or annual), a minimum of twenty (20) days per month in
 44 order to accrue one (1) annual leave day. Annual leave is built in for support personnel of the Board who
 45 are employed less than twelve (12) calendar months.

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 47 Upon termination of employment or retirement, any accrued annual leave in excess of the maximum ac-
 cumulation shall be credited to the sick leave balance of the employee. Payment for the balance of accrued
 annual leave shall be paid at the employee's current rate of pay.

48 **HOLIDAYS**

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 50 Support personnel of the Board, if on active payroll at the time, shall be entitled to holiday pay as fol-
 51 lows:

Employee Classification	Holidays Paid
9-month employee	9 days
10-month employee	10 days
11-month employee	11 days
12-month employee	12 days
12 calendar month employee	12 days

The Board designates the following days as paid holidays for all employees (professional and support):

New Year's Day
 Martin Luther King, Jr.'s Birthday
 President's Day
 Good Friday
 Memorial Day (11 - and 12-month employees only)
 Independence Day (12-month employees only)
 Labor Day
 Columbus Day (10-, 11-, and 12-month employees only)
 Thanksgiving & the Friday after Thanksgiving (2 days)
 Christmas Eve
 Christmas Day

Permanent part-time employees shall be granted holidays with pay as noted above when the holiday falls within the term of employment.

In the event that an employee is on unpaid leave at the time of a designated holiday, the employee is not entitled to receive any holiday pay. In addition, the substitute for the employee is not eligible to receive holiday pay. Equivalent days, as approved by the director of schools, may be taken when holidays fall on weekends or school is in session.

PERSONAL LEAVE

All employees of the Board shall earn one (1) personal day per semester (maximum of two (2) personal days per fiscal year). Any personal leave remaining unused at the end of a fiscal year shall be credited to sick leave.

LEAVE CONSIDERED UNPAID

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

EXCEPTIONS

School nurses employed prior to July 1, 2007 are exempt from this policy inasmuch as the policy refers to number of days earned and, as such, earn sick and annual leave as follows:

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Paid Holidays	Annual Leave (Vacation)	Sick Leave	Maximum Accumulation	Personal Leave
7 days, as Designated	6 days - Used Annually, No Accumulation	6/year	12 days	1 day

The Board designates the following days as paid holidays for school nurses:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Good Friday
- Labor Day
- Thanksgiving Day
- Christmas Day