**Subject:** Sick Leave

**Effective Date:** 02/24/25

**Approved By:** Board of Directors

**Policy:** 5301

**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.

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.

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Executive Director 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 termination.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay and will always be required in support of absences for more than three (3) consecutive days.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Executive Director’s 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.

In accordance with state law, any teacher who goes on maternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes.

Personnel shall be granted bereavement leave up to three (3) days per event in the event of death of an immediate family member. Interim employees and re-employed retirees will be granted bereavement leave up to three (3) days per event in the event of death of an immediate family member after six (6) months of employment. Immediate family member shall include the employee’s spouse/legal guardians, parents, grandparents, children, grandchildren, siblings, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-mother, step-father, step-siblings, step-children, step-grandchildren, and foster children. Personnel shall be granted bereavement leave up to one (1) day per event in the event of death of a cousin, aunt, uncle, niece, or nephew. If additional days are needed for out of state travel, personnel shall discuss with the principal the need to use up to two (2) additional sick days without the requirement of a doctor’s note. Personnel will be responsible for submitting bereavement documentation within five (5) working days of returning to work.

The time allowed/days earned for sick leave shall be one (1) day for each month an employee is employed. Interim certified teachers will earn one (1) sick day per month upon contracting with the District. All other interim employees shall begin earning one (1) day of sick leave for each month employed by the District after six (6) months of interim employment.

**SUPPORT PERSONNEL**

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be terminated.

The immediate supervisor may require a physician's certificate stating the reason for absence of three (3) or more consecutive days

**SICK LEAVE BANK**

The purpose of the sick leave bank is to provide sick leave to all employees who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of ten (10) employees from the school system shall petition the Board for permission to establish a sick leave bank. Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.Employees wishing to participate shall

initially give a maximum of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and non transferable.

At any time, the number of days in the sick leave bank is less than twenty (10), or one (1) per employee if there are more than ten (10) members, or at any time deemed advisable, the trustees shall assess each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.7

An employee who is a member of the sick leave bank may request an allotment of days (for the employee's personal illness or on account of an illness of his/her minor child) in the manner designated by the trustees. The need for these days must be verified by a statement from a doctor.

By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any year. Membership withdrawal results in forfeiture of all days contributed.

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