

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	SICK LEAVE FOR LICENSED PERSONNEL	PER 25	4/79
	Revision Adopted:		
	8/01		

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.

At retirement, the unused accumulated sick leave may be used as retirement credit.

Teachers may elect to participate in the Sick Leave Bank.

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 the Request (or verification) of Leave form 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 written statement from the physician shall be required in support of any claim for a sick leave period of five (5) days or more.

A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days which such teacher may accumulate during the remainder of the school year in which he/she is employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same school year. Upon termination of the employment of such teacher before such days are earned or at the end of the school year, there shall be deducted from the final salary of such teacher an amount based on his/her daily rate of pay sufficient to cover the excess sick leave days used by him/her, and if such final salary is insufficient for this purpose, the teacher shall be liable for reimbursement of any amount in excess of his/her final salary. [T.C.A. 49-5-710(a)(9)].

The principal shall notify the Director of School’s 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 Human Resources Director's office.

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

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.

Legal References:

T.C.A. 49-5-710
TRR/MS 0520-1-2-.04(2)