

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SICK LEAVE FOR LICENSED PERSONNEL	Descriptor No: PER 25	Date Adopted: 4/79
	Reviewed/Revision Adopted: 8/01; 9/11	

1 Sick leave shall mean leave of absence because of illness of the professional employee from
2 natural causes or accident of the illness or death of the professional employee's spouse, parent,
3 grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-
4 law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other family
5 member with approval of the Director of Schools, which necessitates the absence of the
6 professional employee.

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8 The time allowed for sick leave with pay shall be one day for each month of employment. Sick
9 leave shall be cumulative for all earned days not used. At retirement, the unused accumulated
10 sick leave may be used as retirement credits.

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12 Professional employees may elect to participate in the Murfreesboro City Schools's Sick Leave
13 Bank, established by the Board pursuant the Teachers' Sick Leave Bank Act, T.C.A. 49-5-801 et.
14 Seq., to facilitate the voluntary pooling and irrevocable donation of accumulated personal sick
15 leave for the purpose of providing sick leave to members of the program who have suffered an
16 unplanned personal illness, injury, disability or quarantine and whose personal sick leave is
17 exhausted.

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19 A professional employee in need of sick leave shall be allowed to use unearned sick leave up to
20 the number of days which such professional employee may accumulate during the remainder of
21 the year in which he is employed.

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23 Upon termination of the employment of such professional employee before such days are earned,
24 or at the end of the school year, there shall be deducted from the final salary of such professional
25 employee an amount based on the employee's daily rate of pay sufficient to cover any excess
26 sick leave days used by the employee. If such final salary is insufficient for this purpose, the
27 professional employee shall be liable for reimbursement of any amount in excess of the
28 employee's final salary.

29
30 When a professional employee will be absent from work and unable to attend his or her assigned
31 classes, the employee shall notify the principal or the principal's designee as soon as possible
32 before school opens. The professional employee shall notify the principal or the principals's
33 designee a reasonable length of time before he intends to return to the classroom and not later
34 than one (1) hour before school opens that morning, so that the principal or the principal's
35 designee may be able to notify the substitute.

36 A professional employee, including a professional employee on pre-approved leave or other type
37 of leave, shall not be charged with a day of leave for any day on which the professional
38 employee's school or the school district is closed due to natural disaster, inclement weather,
39 serious outbreak of contagious illness, or other unexpected event.

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41 A physician's statement shall be filed with the Principal/Supervisor for each period of illness of
42 five or more consecutive work days. The physician's statement should include the date of
43 commencement of the illness/injury and an expected date of return to work. The Director of
44 Schools may require a physician's statement for any sick leave claim. In the event of the
45 absence of a professional employee in excess of the sick leave days available to the professional
46 employee, the Director of Schools may require an examination by a physician certifying the
47 previous absences. The Board would pay for the second opinion.

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49 If a professional employee fails to provide appropriate notice or certification for sick leave,
50 forfeiture of the paid leave will result, with the exception of those cases deemed an emergency
51 by the Principal/Supervisor.

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53 The Human Resources Department shall keep a record of the accumulated sick leave for each
54 eligible professional employee in the Board's employ and shall provide a verified copy to the
55 professional employee upon request.

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57 A professional employee, upon employment, may transfer any accumulated sick leave from
58 another Tennessee school system, provided that the director of the system in which any such
59 leave was accumulated provides notarized verification.