

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>SICK LEAVE FOR FULL-TIME CLASSIFIED PERSONNEL</b>	<b>Descriptor No:</b>  <b>PER 26</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>10/89; 8/01; 9/11</b>	

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

7 Full-time classified employees earn sick leave at the rate of one day per month for each full  
8 calendar month worked after ninety (90) days from the hire date. Sick leave shall be cumulative  
9 for all earned days not used and may be applied to retirement under TCRS. Any personal leave  
10 remaining unused at the end of a fiscal year (maximum of two days) shall be credited to the  
11 employee as sick leave.  
12

13 Full time, non-licensed personnel may elect to participate in the Murfreesboro City School’s Sick  
14 Leave Bank for Non-licensed Personnel, established by the Board pursuant the Tennessee  
15 Teachers’ Sick Leave Bank Act, T.C.A. 49-5-01 et seq., to facilitate the voluntary pooling and  
16 irrevocable donation of accumulated personal sick leave for the purpose of providing sick leave  
17 to members of the program who have suffered an unplanned personal illness, injury, disability or  
18 quarantine and whose personal sick leave is exhausted.  
19

20 When a classified employee is unable to perform his/her duties, he/she shall notify the  
21 principal/supervisor or principal’s/supervisor’s designee as soon as possible before work begins.  
22

23 A classified employee, including a classified employee on a pre-approved leave or other type of  
24 leave, shall not be charged with a day of leave for any day on which the classified employee’s  
25 school or the school district is closed due to natural disaster, inclement weather, serious outbreak  
26 of contagious illness, or other unexpected event.  
27

28 A physician’s statement shall be filed with the employee’s supervisor for each period of illness  
29 of five or more consecutive work days. The physician’s statement should include the date of  
30 commencement of the illness/injury and an expected date of return to work. The Director of  
31 Schools may require a physician’s statement for any sick leave claim. In the event of an absence  
32 of a classified employee in excess of the sick leave days available to the classified employee, the  
33 Director of Schools may require an examination by a physician other than the physician  
34 certifying the previous absences. The Board would pay for the second opinion.

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

38

39 Upon termination of employment, if more days have been used than earned, an amount to cover  
40 the excess sick leave days shall be deducted from the final salary. If such salary is insufficient,  
41 the employee shall be liable for this balance.

42

43 The Human Resources Department shall keep a record of the accumulated sick leave for each  
44 eligible classified employee in the Board's employ and shall provide a verified copy to the  
45 classified employee upon request.