

Oneida Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 08/01/13
		Rescinds: 5.302	Issued: 11/01/07

1 PROFESSIONAL PERSONNEL

2 The time allowed for sick leave for professional personnel shall be one (1) day for each month
3 employed during the school year and shall accumulate for an unlimited number of days.¹ Beginning
4 July 1, 2007, all employees that do not purchase health insurance through the school district shall be
5 granted an additional sick day per year.

6 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or
7 illness or death of a member of the immediate family of a teacher, including the teacher's wife or
8 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
9 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

10 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
11 by the director of schools and shall promptly be given to the immediate supervisor in support of all
12 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

13 A certificate **from the physician on forms** **a healthcare provider** furnished by the Board may be
14 required in support of any claim for sick leave pay.¹

15 In case of doubt, the Board shall have final authority as to who is entitled to take leave and the time for
16 which the leave may be allowed.

17 A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days
18 which such teacher may accumulate during the remainder of the school year in which he is employed.
19 Such advance use of sick leave shall be charged to sick leave accumulated in the same school year.
20 Upon termination of the employment of such teacher before such days are earned or at the end of the
21 school year, there shall be deducted from the final salary of such teacher an amount based on his daily
22 rate of pay sufficient to cover the excess sick leave days used by him and if such final salary is
23 insufficient for this purpose, the teacher shall be liable for reimbursement of any amount in excess of
24 his final salary.¹

25 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
26 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or
27 permit and must be paid according to the state salary scale.

28 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
29 director of schools' office.

1 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
 2 school system, provided that the director of schools of the system in which the accumulated leave was
 3 held provides notarized verification.¹

4 ~~Sick leave for maternity purposes may be taken during the period of physical disability only.~~ A
 5 teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both
 6 adoptive parents are teachers only one parent may request leave. Written verification from the adoption
 7 agency or other entity handling the adoption shall be required before the leave is granted.¹

8 **SUPPORT PERSONNEL**

9 The time allowed (days earned) for sick leave shall be based on classification. ~~five (5) days for the~~
 10 ~~first year of permanent full-time employment. For the second year and thereafter, one (1) day per~~
 11 ~~month shall be earned. Effective July 1, 2013, all reclassified 29 hour employees will earn 5 days of~~
 12 ~~sick leave per year. The definition of and reporting procedures for sick leave shall be the same for~~
 13 ~~support personnel (based on classification) as for professional employees.~~

14 After five (5) years of vested service in Tennessee Consolidated Retirement System (TCRS), all
 15 unused sick leave must be applied to retirement credit. ~~If employed less than five (5) years, the~~
 16 ~~employee may use any accumulated days or the employee may be paid for unused days not to exceed a~~
 17 ~~total of fifty (50), with the approval of the Director of Schools. If the employee has served less than 5~~
 18 ~~years, all unused sick leave accumulated by the employee shall be terminated.~~

Verbage Added

Verbage to Remove

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)

Cross References

Family and Medical Leave 5.305
 Physical Assault Leave 5.307