

| <b>Marion County Board of Education</b>                  |                                           |                                  |                                 |
|----------------------------------------------------------|-------------------------------------------|----------------------------------|---------------------------------|
| Monitoring:<br><br><b>Review: Annually,<br/>in March</b> | Descriptor Term:<br><br><b>Sick Leave</b> | Descriptor Code:<br><b>5.302</b> | Issued Date:<br><b>08/10/26</b> |
|                                                          |                                           | Rescinds:<br><b>5.302</b>        | Issued:<br><b>05/18/10</b>      |

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### *Certified Personnel*

The time allowed for sick leave for certified personnel shall be provided in accordance with state law. Sick leave shall be credited based on contract length, with employees employed on a ten (10) month contract receiving eight (8) days of sick leave per school year, employees employed on an eleven (11) month contract receiving nine (9) days of sick leave per school year, and employees employed on a twelve (12) month contract receiving ten (10) days of sick leave per school year. Sick leave shall accumulate for an unlimited number of days<sup>1</sup>.

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<sup>2</sup>.

A signed statement listing the cause of absence shall be provided by the employee on forms 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 certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay<sup>1</sup>. All days in excess of ten (10) days per year shall require a certificate from the physician verifying illness and justification of absence and shall be submitted within five (5) working days of return to work.

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 directors' 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<sup>1</sup>.

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<sup>1</sup>.

When an absence arises due to injury that occurs while performing official school duty, the teacher shall be entitled to full salary and other benefits and shall not forfeit any sick leave for the duration of any such sick leave required. If the teacher receives any benefits under Worker's Compensation Insurance, the teacher will sign the Worker Compensation check(s) over to the Marion County School system and the Board will continue to pay the teacher's full salary.

There shall be no lump sum payment or compensation for accumulated sick leave. Sick leave accumulated shall be used for retirement, shall be available for transfer to another school system or government agency, or shall be terminated upon leaving employment.

Upon an employee's retirement, all accumulated sick leave is reported to TCRS. Each 20 days of accumulated sick leave will add one additional month of retirement credit to his/her total service credit<sup>3</sup>.

Upon an employee's transfer out of the system to another Tennessee school system, the director of schools shall provide notarized verification of the accumulated leave balance to be transferred.

For an employee's termination other than retirement, any unused sick leave shall be terminated with no lump sum payment available.

#### *Support Personnel*

Sick leave days for support personnel shall be earned at one (1) day for each month employed during the school year.

There shall be no lump sum payment or compensation for accumulated sick leave. Sick leave accumulated shall be used for retirement, shall be available for transfer to another Tennessee school system or government agency, or shall be terminated upon leaving employment.

Upon an employee's retirement, all accumulated sick leave is reported to TCRS. Each 20 days of accumulated sick leave will add one additional month of retirement credit to his/her total service credit<sup>3</sup>.

Upon an employee's transfer out of the system to another Tennessee school system or government, the director of schools shall provide notarized verification of the accumulated leave balance to be transferred.

For an employee who leaves employment other than retirement or transfer, any unused sick leave shall be terminated with no lump sum payment available.

When an absence arises due to injury that occurs while performing official duties, the employee shall be entitled to full salary and other benefits and shall not forfeit any sick leave for the duration of any such sick leave required. If the employee receives any benefits under Worker's Compensation Insurance, the employee will sign the Worker Compensation check(s) over to the Marion County School system and the Board will continue to pay the employee's full salary.

#### *Legal References*

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<sup>1</sup> TCA 49-5-710

<sup>2</sup> TRR/MS 0520-1-2-.04(2)

<sup>3</sup> TCA 8-34-604