

# Weakley County Board of Education



Monitoring:

Descriptor Term:

**Sick Leave Professional Personnel**

Descriptor Code:

5.302

Issued Date:

12/3/2015

1  
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.<sup>1</sup>  
4  
5 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or  
6 illness or death of a member of the immediate family of a teacher, including the teacher's wife or  
7 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-  
8 law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or other as approved by  
9 administrator.<sup>2</sup>  
10  
11 A signed statement listing the cause of absence shall be provided by the employee on forms  
12 furnished by the director of schools and shall promptly be given to the immediate supervisor in  
13 support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.  
14  
15 A certificate from the physician on forms furnished by the Board may be required in support of any  
16 claim for sick leave pay.<sup>1</sup>  
17  
18 A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days  
19 which such teacher may accumulate during the remainder of the school year in which he/she is  
20 employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same  
21 school year. Upon termination of the employment of such teacher before such days are earned or at  
22 the end of the school year, there shall be deducted from the final salary of such teacher an amount  
23 based on his/her daily rate of pay sufficient to cover the excess sick leave days used by him/her and if  
24 such final salary is insufficient for this purpose, the teacher shall be liable for reimbursement of any  
25 amount in excess of his/her final salary payment.  
26  
27 The principal shall notify the director of schools' office at once if an employee is sick beyond the  
28 limit of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a  
29 certificate or permit and must be paid according to the state salary scale.  
30  
31 Permanent, cumulative sick leave records for each active professional employee shall be kept in the  
32 director of schools' office.  
33  
34 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee  
35 school system, provided that the director of schools of the system in which the accumulated leave  
36 was held provides notarized verification.<sup>1</sup>  
37  
38 Sick leave for maternity purposes may be taken during the period of physical disability only. A  
39 teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both  
40 adoptive parents are teachers only one parent is entitled to leave. Written verification from the  
41 adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>1</sup>

Legal References:

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

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

Cross References:

5.305 Family and Medical Leave

5.307 Physical Assault Leave