

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term: SICK LEAVE FOR FULL-TIME CLASSIFIED PERSONNEL	Descriptor Number: PER 26	Date Adopted: 4/79

SICK LEAVE DEFINED

Sick leave shall mean leave of absence because of: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee’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, or sister-in-law. Upon written request of the employee accompanied by a statement from her physician verifying pregnancy, any employee shall be allowed to use all or a portion of her accumulated sick leave for maternity leave purposes “during the period of her physical disability only as determined by a physician.”

A signed statement listing the cause of absence shall be provided by the employee on the Request (or verification) of Leave form 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 written statement from the physician shall be required in support of any claim for a sick leave period of five (5) days or more.

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

Permanent, cumulative sick leave records for each active non-licensed employee shall be kept in the Human Resources Director's office.

SICK LEAVE EARNED

All full-time, non-licensed personnel may earn sick leave at the rate of one day per month of employment following successful completion of the 90-day training period. Any personal leave remaining unused at the end of a year (maximum of two days) shall be credited to the employee as sick leave.

ACCUMULATED SICK LEAVE

Sick leave may be accumulated by full-time classified employees. Total accumulated sick leave shall equal the number of sick leave days which have been earned but not yet used.

APPLIED TO RETIREMENT

An employee who has unused accumulated sick leave at the date of his/her retirement may have such accrued leave reported as creditable service with the Tennessee Consolidated Retirement System.

SICK LEAVE BANK FOR NON-LICENSED PERSONNEL

Full-time, non-licensed personnel may elect to participate in the Sick Leave Bank for Non-licensed Personnel.

Legal Reference:

T.C.A. 49-5-710