

Wilson County Board of Education

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| Policy Description: Sick Leave | Policy Number: 5.302 | Amended Date: 04/07/08 |
| | Rescinds: 200 p. 25-26/Classified p. 8/Appendix A/Contract 7-1 | Issued: 08/96 |

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1 **PROFESSIONAL PERSONNEL**

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3 The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during
4 the school year and shall accumulate for an unlimited number of days.¹

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

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11 The Director of Schools may require a signed statement listing the cause of absence on forms furnished by the
12 Director of Schools. If required, such forms shall promptly be given to the immediate supervisor in support of all
13 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

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15 A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick
16 leave pay.¹

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

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22 Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of
23 Schools' office.

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25 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee public
26 school system, provided that the Director of Schools of the system in which the accumulated leave was held
27 provides notarized verification.

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¹ TCA 49-5-710

² TRR/MS 0520-1-2-.04(2)

1 Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use
2 up to thirty (30) days of accumulated sick leave for the adoption of a child as provided for in the Family Medical
3 Leave Act. Written verification from the adoption agency or other entity handling the adoption shall be
4 required before the leave is granted.

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6 **SUPPORT PERSONNEL**

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8 Refer to Support Personnel Handbook



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