

<b>Bartlett City Board of Education</b>		<b>5013.3</b>
Descriptor Term: <b>SICK LEAVE</b>	Descriptor Code: <b>Personnel</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>04/23/2020</b>

1 Sick leave shall be defined as: illness of an employee from natural causes or accident,  
2 quarantine, illness, or death of a member of the immediate family of a professional  
3 employee, including the employee's wife or husband, parents, grandparents, children,  
4 grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-  
5 law, brother-in-law, and sister-in-law.<sup>1</sup>

6 Only full-time BCS employees may earn sick leave. Professional personnel shall earn  
7 one (1) day of sick leave for each month employed during the school year, and these  
8 days shall accumulate for an unlimited number of days.<sup>2</sup> Support personnel shall earn  
9 one (1) day of sick leave for each month employed.

10 A signed statement listing the cause of absence shall be provided by the employee  
11 on forms furnished by the Superintendent and shall promptly be given to the  
12 immediate supervisor in support of all claims for sick leave pay. A falsified statement  
13 or falsified documentation presented in support of a sick leave request shall be  
14 grounds for dismissal.

15 Bartlett City Schools reserves the right to request a physician's certificate on forms  
16 furnished by the Board in support of any claim for sick leave pay. Should an employee  
17 be sick beyond the limit of his/her sick leave accumulation, the supervising Principal  
18 shall notify the Human Resources office.

19 Upon initial employment, a professional employee may transfer accumulated sick  
20 leave from another Tennessee school district if the employee left the previous district  
21 in good standing. Upon reemployment of a former BCS employee, a professional  
22 employee may be granted previously accumulated sick leave so long as such  
23 employee was not terminated for cause as defined in T.C.A. §49-5-501. The grant of  
24 previously accumulated, unused sick leave shall be made only upon application of the  
25 employee and only upon written verification notarized by the Superintendent of the  
26 district in which the sick leave was held. The grant of previously accumulated, unused  
27 sick leave days shall be available to any teacher meeting the conditions set forth in  
28 T.C.A. §49-5-710.

29 Any employee may use sick leave and annual leave for maternity or paternity  
30 purposes for a period not to exceed the employee's accumulated leave or twelve (12)  
31 weeks, whichever is less. To be eligible to use sick leave in connection with the birth

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

<sup>2</sup> T.C.A. §49-5-710

1 or adoption of a child, the employee must submit a written request accompanied by a  
2 statement from the employee's physician verifying the pregnancy or from the agency  
3 handling the child's placement with the employee. Written verification from the  
4 adoption agency or other entity handling the adoption shall be required before the  
5 leave is granted. If both parents requesting sick leave are teachers, then both  
6 employees are limited to a combined total of sick and annual leave not to exceed  
7 twelve (12) weeks.

8 Advance use of sick leave shall be charged to sick leave accumulated in the same  
9 school year. Upon termination of employment of the professional employee before  
10 days are earned or at the end of the school year, there shall be deducted from the  
11 employee's final salary an amount based on the employee's daily rate of pay sufficient  
12 to cover the excess sick leave days used, and if the final salary is insufficient for this  
13 purpose, then the employee shall be liable for reimbursement of any amount in excess  
14 of the employee's final check.

15 Upon termination, all unused accumulated sick leave shall be terminated. Upon  
16 retirement, unused accumulated sick leave may be used as retirement credit to the  
17 extent such is permitted by the Tennessee Consolidated Retirement System.