

Bartlett City Board of Education		5013.3
Descriptor Term: SICK LEAVE	Descriptor Code: Personnel	Issue Date: 07/24/2014
	Rescinds:	Revised: 04/23/2020 09/24/2026

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, illness, or death of a member of the immediate family of a professional 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, and sister-in-law.¹

Only full-time BCS employees may earn sick leave. Professional personnel shall earn one (1) day of sick leave for each month employed up to eight (8) days per year for employees with ten-month contracts, up to nine (9) days per year for employees with eleven-month contracts, and up to ten (10) days per year for employees with twelve-month contracts. Sick leave days shall be cumulative for all earned or transferred days not used.² Support personnel shall earn one (1) day of sick leave for each month employed.

Any request for sick leave that is determined to be falsified or any documentation presented in support of a sick leave request that is determined to be forged or falsified shall be grounds for dismissal.

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

When first employed in a system, a teacher shall be allowed an initial allotment of up to five (5) days of sick leave, but not exceeding the number the teacher could earn during the school year in which the teacher is first employed. Upon initial employment, a professional employee may transfer accumulated sick leave from another Tennessee school district if the employee left the previous district in good standing. Upon reemployment of a former BCS employee, a professional employee may be granted previously accumulated sick leave so long as such employee was not terminated for cause as defined in T.C.A. §49-5-501. The grant of previously accumulated, unused sick leave shall be made only upon application of the employee and only upon written verification notarized by the Superintendent of the district in which the sick leave was held. The grant of previously accumulated, unused sick leave days shall be available to any teacher meeting the conditions set forth in T.C.A. §49-5-710.

¹ TRR/MS 0520-1-2-.04(2)

² T.C.A. §49-5-710

1 Any employee who goes on maternity or paternity leave may use sick leave and
2 annual leave for maternity or paternity purposes for a period not to exceed the
3 employee's accumulated leave or twelve (12) weeks, whichever is less. To be eligible
4 to use sick leave in connection with the birth or adoption of a child, the employee must
5 submit a written request accompanied by a statement from the employee's physician
6 verifying the pregnancy or from the agency handling the child's placement with the
7 employee. Written verification from the adoption agency or other entity handling the
8 adoption shall be required before the leave is granted. If both parents requesting sick
9 leave are teachers, then both employees are limited to a combined total of sick and
10 annual leave not to exceed twelve (12) weeks. Paid leave after birth or stillbirth of an
11 employee's child or adoption of newly placed minor child granted pursuant to T.C.A.
12 8-50-813 shall not be counted against any eligible employee's sick leave accrual.

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

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