PROFESSIONAL PERSONNEL

Professional personnel shall earn one (1) day of sick leave for each month employed during the school year, and these days shall accumulate for an unlimited number of days.\(^1\)

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher’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.\(^2\)

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the superintendent 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.\(^3\)

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.\(^4\)

The principal shall notify the superintendent’s office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the superintendent’s office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the superintendent of the system in which the accumulated leave was held provides notarized verification.\(^4\)

Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.\(^4\)

SUPPORT PERSONNEL

Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee shall be forfeited.

The immediate supervisor may require a physician’s certificate stating the reason for absence.
The Lakeland School System Board of Education participates in the State Sick Leave Plan for which it provides the following:

- One (1) day of sick leave for each month employed up to a maximum of twelve (12) sick days per year.\(^1\)
- Sick leave days may be accumulated from year to year. There is no limit to the number of days that may be accumulated.
- At retirement, the unused accumulated sick leave may be used as retirement credit.
- A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the superintendent of the system in which the accumulated leave was held provides notarized verification.\(^2\)
- Sick leave is to be administered as outlined in Tennessee Code.
- Full-time (working more than 30 hours per week) classified employees will have the same sick leave benefits as teachers as noted above in this policy.

**SICK LEAVE DEFINED**\(^3\)

Sick leave shall be defined as: illness of a **certified employee** from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a **certified employee**, including the **certified 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.

Sick leave shall be defined in the same manner for full-time (working more than 30 hours per week) classified employees.

**SPECIAL CONSIDERATIONS**

All requests for sick leave pay shall be entered in the employee’s Employee Portal on the LSS website and shall list the cause of absence. The employee’s immediate supervisor must approve all requests for sick leave pay. A falsified cause of absence shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay. The principal shall notify the Human Resources office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Sick leave for maternity purposes may be taken during the period of physical disability only. A **certified employee** may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers, only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.\(^4\)

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**Legal References**

1. TCA 49-5-710(a)(1)

**Cross References**

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