

**Shelby County Board of Education**  
**SICK LEAVE**

**4026**

**Issued Date: 08/26/10**

**Revised: 05/28/13**

**Effective: 07/01/13**

**I. PURPOSE**

To allow eligible employees time off from work due to personal illness, illness in the immediate family, or death in the immediate family.

**II. SCOPE**

This policy applies to all full-time permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU).

**III. POLICY STATEMENT**

The Shelby County Board of Education participates in a sick leave plan which provides one day of sick leave for each month employed including time worked under an extended contract up to a maximum of twelve (12) sick days per year. Sick leave days may be accumulated from year to year. Sick leave accrues only if the employee is in a paid status. There is no limit to the number of sick days which may be accumulated.

Sick leave will be paid for only those days regularly scheduled to work. Accumulated sick leave can be used for the following purposes:

1. Illness or injury of the employee which may be subject to written verification by a licensed physician.
2. Illness or injury of any employee's immediate family when the employee's presence is considered necessary, which may be subject to verification by a licensed physician.

3. Up to three (3) days sick leave for bereavement purposes for the following family members: Spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughters-in-law, sons-in-law, brothers-in-law, and sisters-in-law.

At retirement, the unused accumulated sick leave may be used as retirement credit.

Sick leave is to be administered as outlined in Tennessee Code.

## **V. RESPONSIBILITY**

- A. It is the employee's responsibility to notify the supervisor of the request to use sick leave as far in advance as possible; to file a written request for extended sick leave; and to submit a physician's statement upon request or when required to verify their inability or ability to work, whichever the case may be.
- B. The supervisor who signs the time sheet is responsible for ensuring that sick leave time taken by employees is accurately reported to the office responsible for time reporting.
- C. It is the responsibility of the Superintendent to ensure that this policy is followed.

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### **Legal References:**

1. T.C.A. 49-5-702
2. T.C.A. 49-5-710

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### **Cross References:**