

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Sick and Bereavement Leave	Descriptor Code: 5.302	Issued Date: 03/22/22
		Rescinds: 5.302	Issued: 05/28/2406/23/26

1 SICK LEAVE

2 Sick leave shall mean illness of the employee from natural causes or accident or annual wellness visits;
3 or illness or annual wellness visits or death of the employee's spouse, parent, grandparent, children,
4 grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-
5 law, sister-in-law, step-relatives as listed above, or other family member with approval of the Director
6 of Schools, which necessitates the absence of the employee.¹ Employees may also use one (1) sick day
7 for a religious holiday not included on the Murfreesboro City Schools calendar per fiscal year, with
8 five (5) days' advance notice to their supervisor.

9 Certified employees shall earn sick leave as outlined below and these days shall accumulate for an
10 unlimited number of days:²

- 11 - Certified employees under 10-month contract- 8 sick days earned per year
- 12 - Certified employees under 11-month contract- 9 sick days earned per year
- 13 - Certified employees under 12-month contract- 10 sick days earned per year

14
15 Classified employees shall earn sick leave as outlined below and these days shall accumulate for an
16 unlimited number of days:

- 17 - Classified employees employed for 10-month time period- 8 sick days earned per year
- 18 - Classified employees employed for 11-month time period- 9 sick days earned per year
- 19 - Classified employees employed for 12-month time period- 10 sick days earned per year. The
20 time allowed for sick leave with pay shall be one day for each month of employment.²

21 Sick leave shall be cumulative for all earned days not used. ~~At~~ Upon retirement, ~~the~~ an employee's
22 unused accumulated sick leave may be used ~~as~~ for retirement credit only as permitted by the Tennessee
23 Consolidated Retirement System (TCRS) rules and applicable laws.

24 ~~Employees may elect to participate in the Murfreesboro City Schools' Sick Leave Bank, established by~~
25 ~~the Board pursuant the Teachers' Sick Leave Bank Act, T.C.A. 49-5-801 et seq., to facilitate the~~
26 ~~voluntary pooling and irrevocable donation of accumulated personal sick leave for the purpose of~~
27 ~~providing sick leave to members of the program who have suffered an unplanned personal illness,~~
28 ~~injury, disability or quarantine and whose personal sick leave is exhausted.~~

29 If an employee uses more sick days than they have earned, the sick days shall be deducted from the
30 employee's paycheck. The amount will be based on the employee's daily rate of pay sufficient to cover
31 any excess sick leave days used by the employee. If such final check is insufficient for this purpose,
32 the employee shall be liable for reimbursement of any amount in excess of the employee's final
33 paycheck for the year.

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34 When an employee will be absent from work, the employee shall notify the principal/supervisor or the
35 principal's/supervisor's designee as soon as possible before their scheduled time to report to work.

36 Certified employees shall notify the principal or the principal's designee within a reasonable length of
37 time before they intend to return to the classroom and not later than one (1) hour before school opens
38 that morning, so that the principal or the principal's designee may be able to notify the substitute.

39 An employee, including an employee on pre-approved leave or other type of leave, shall not be
40 charged with a day of leave for any day on which the employee's school or the school district is closed
41 due to natural disaster, inclement weather, serious outbreak of contagious illness, or other unexpected
42 event.

43 A physician's statement shall be filed with the Principal/Supervisor for each period of illness of five
44 (5) or more consecutive work days. The physician's statement should include the date of
45 commencement of the illness/injury and an expected date of return to work. The Director of Schools
46 may require a physician's statement for any sick leave claim.² In the event of the absence of an
47 employee in excess of the sick leave days available to the employee, the Director of Schools may
48 require an examination, paid for by the Board, by a physician certifying the previous absences.

49 If an employee fails to provide appropriate notice or certification for sick leave, forfeiture of the paid
50 leave will result, with the exception of those cases deemed an emergency by the principal/supervisor.
51 The Human Resources Department shall keep a record of the accumulated sick leave for each eligible
52 employee and shall provide a verified copy to the employee upon request.

53 An employee, upon employment, may transfer any accumulated sick leave from another Tennessee
54 school system, provided that the Director of the system in which any such leave was accumulated
55 provides notarized verification.³ If an employee does not qualify for FMLA leave, the employee will be
56 allowed to use no more than ten (10) days of transferred accrued leave due to the same qualifying
57 events listed in Board Policy 5.305. Supporting documentation must be submitted to the Human
58 Resources Department. An additional ten (10) days of unpaid time will be afforded to the employee
59 following the use of ten (10) days of transferred accrued leave, for a total of twenty (20) days. If the
60 employee is unable to return to work following the exhaustion of this allowed time, the employee will
61 be referred to the Human Resources Department to discuss potential accommodations under the
62 Americans with Disabilities Act.

63 **SICK LEAVE BANK**

64 The purpose of the sick leave bank is to provide sick leave to all employees,⁴ who have suffered an
65 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

66 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition
67 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
68 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
69 regulations consistent with state law.⁶

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70 Employees wishing to participate shall initially give a maximum of three (3) days of sick leave. These
 71 days are to be deducted from the employee's personal accumulation and donated to the sick leave bank.
 72 Donations of sick leave to the bank are nonrefundable and nontransferable.⁷
 73 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
 74 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
 75 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
 76 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
 77 employee.⁸

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78 An employee who is a member of the sick leave bank may request an allotment of days (for the
 79 employee's personal illness or on account of an illness of their minor child) in the manner designated
 80 by the trustees. The need for these days shall be verified by a statement from a physician.⁸

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81 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of
 82 any year.⁹ Membership withdrawal results in forfeiture of all days contributed.

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83 The sick leave bank shall be operated in accordance with state law.¹⁰

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84 **BEREAVEMENT LEAVE**

85 Employees shall be granted bereavement leave up to three (3) days per occurrence in the event of death
 86 of an immediate family member. Immediate family member shall include the employee's spouse,
 87 parents/legal guardians, grandparents, children, grandchildren, siblings, mother-in-law, father-in-law,
 88 daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepsiblings,
 89 stepchildren, step grandchildren, and foster children. Employees shall be granted bereavement leave up
 90 to one (1) day per event in the event of death of a cousin, aunt, uncle, niece, or nephew. If requested,
 91 employees shall be granted an additional one (1) day of bereavement leave if the service is more than
 92 fifty (50) miles from the employee's home and the employee provides documentation of such.

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93 If additional days are needed for bereavement of an immediate family member, employees can use up
 94 to four (4) additional sick days without the requirement of documentation from a medical provider. If
 95 additional time is needed, the employee should contact Human Resources to discuss available leave
 96 options, including accrued leave, unpaid leave, FMLA leave if applicable, and any reasonable
 97 accommodations that may be required by law. ~~If more than four (4) additional days are needed, the~~
 98 ~~employee will need to contact Human Resources to provide documentation and complete paperwork~~
 99 ~~for FMLA leave, pursuant to Board Policy 5.305.~~

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100 The Director of Schools, or the Director's designee, will require documentation to verify the
 101 bereavement event or familial relationship involved in any bereavement leave claim. Employees will
 102 be responsible for completing bereavement documentation within five (5) working days of returning to
 103 work.
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Legal References

1. [TRR/MS 0520-01-02-.04\(2\)](#)

Cross References

Workers' Compensation 3.602

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- 2. [TCA 49-5-710\(a\)\(1\); Public Acts of 2026, Chapter No. 1022](#) Orientation and Probation 5.107
- 3. [TCA 49-5-710\(a\)\(5\)](#) Short Term Leaves of Absence 5.300
- 4. [TCA 49-5-811](#) Family and Medical Leave 5.305
- 5. [TCA 49-5-803](#) Physical Assault Leave 5.307
- 6. [TCA 49-5-804; TCA 49-5-805](#)
- 7. [TCA 49-5-807](#)
- 8. [TCA 49-5-808\(i\), \(m\)](#)
- 9. [TCA 49-5-806\(d\)](#)
- 10. [TCA 49-5-801 et seq.](#)

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