

Williamson County Board of Education

**Adopted Date:**

11/19/01

Rev. 1/18/05; 9/18/06;

1/28/08; Editorial

6/18/14; Rev. 7/20/15

5.3022

SICK LEAVE – CLASSIFIED

1 Sick leave shall mean leave of absence because of illness of the classified employee from natural
2 causes or accident or the illness or death of the classified employee's spouse, parent,
3 grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-
4 law, son-in-law, brother-in-law, sister-in-law, step-relatives as listed above, or other family member
5 with approval of the Superintendent, which necessitates the absence of the classified employee.
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7 No advanced sick leave shall be allowed. Full time classified employees earn sick leave at the
8 rate of one (1) day per month for each full calendar month worked. Sick leave shall be cumulative
9 for all earned days not used and may be applied to retirement under TCRS.
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11 When a classified employee is unable to perform their duties, they shall notify the
12 Principal/Supervisor or designee as soon as possible before work begins. All sick leave requests
13 of less than ten (10) consecutive work days shall be submitted in Time Clock Plus or the
14 appropriate system.
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16 Maternity leave should be requested as far in advance as is practicable – generally at least three
17 (3) months prior to expected delivery.
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19 The Family Medical Leave Act (FMLA) employee form or FMLA family form should be completed
20 by a physician along with the long term leave of absence application (LOA), and shall be filed with
21 the employee's immediate supervisor for each period of illness of ten (10) or more consecutive
22 work days. The FMLA forms must be completed and signed by the physician providing facts
23 about the illness/injury, the date of commencement, and an expected date of return to work. In the
24 event of the absence of a classified employee in excess of the sick leave days available to the
25 classified employee, the Superintendent may require an examination by a physician other than the
26 physician certifying the previous absences. The Board would pay for the second opinion.
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28 The Superintendent may require a physician's statement for any sick leave claim.
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30 If a classified employee fails to provide appropriate notice or certification for sick leave, forfeiture
31 of the paid leave will result, with the exception of those cases deemed an emergency by the
32 Principal/Supervisor.
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34 The Superintendent shall keep a record of the accumulated sick leave for each eligible classified
35 employee in the Board's employ and shall provide a verified copy to the classified employee upon
36 request. Each employee is responsible for reviewing his or her accrual balances for each pay
37 period. If an employee believes an accrual balance has been incorrectly reported, the employee
38 shall notify the Payroll Department. If no such notice is given, the reported accruals for each fiscal
39 year shall become final sixty (60) days after completion of that fiscal year. Exceptions may be
40 granted by the Superintendent when circumstances prevent timely notice.
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