

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Leaves and Absences of Classified Personnel	G-590	7/95
		Reviewed:	Revised:
	4/17	8/17	

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EMERGENCY LEAVE, COURT APPEARANCES, AND JURY DUTY

Emergency leave, court appearances, and jury duty shall be defined the same for classified personnel as for certificated employees.¹ See Board Policy G-460.

SICK LEAVE

Sick leave shall be defined the same for classified personnel as for certificated employees. See Board Policy G-461.

The time allowed (days earned) for sick leave shall be one (1) day for each nineteen (19) days worked, for a maximum of thirteen (13) days per year.

Sick leave is accumulated on unlimited basis.

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

The immediate supervisor may require a physician’s certificate for any absence within the sick leave regulation. Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician’s certificate stating the reason for absence.

BEREAVEMENT LEAVE

Bereavement leave shall be defined the same for classified employees as for certified employees. See Board Policy G-461.

LONG TERM LEAVES OF ABSENCE

Long Term Leaves of Absence for classified personnel shall be the same as for certificated personnel with the exception of educational improvement leave. See Board Policy G-463.

FAMILY/MEDICAL LEAVE

Family Medical Leave shall be defined the same for classified personnel as for certificated personnel. See Board Policy G-464

MILITARY LEAVE

Military Leave for classified personnel shall be the same as for certificated personnel. See Board Policy G-465.

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PERSONAL LEAVE

Personal Leave shall be the same for classified personnel as for certificated personnel. See Board Policy G-462.

Legal Reference:

- 1. TCA § 22-4-108.

Approved as to Legal Form 6/19/2017
By Knox County Law Director
/Gary T. Dupler/Deputy Law Director