

Hamblen County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 04/25/13
		Rescinds: GBRH	Issued: Unknown

1 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee
2 and rules and regulations of the State Board of Education.

3
4 Certified employees shall earn personal and professional leave at the rate of one (1) day for each
5 half-year employed, for a total of two (2) days per year. Any personal and professional leave remain-
6 ing unused at the end of a year shall be credited to sick leave.¹ Noncertified employees working two
7 hundred sixty-one (261) days annually shall earn personal leave at the rate of one (1) day for each
8 half-year employed, for a total of two (2) days per year.

9
10 If, at the termination of services, any employee has been absent for more days than leave has been
11 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's
12 final salary payment.

13
14 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 15
16 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
17 of intent to take leave;
- 18
19 2. The approval of the principal of the school shall be required:
- 20
21 a. If more than ten percent (10%) of the teachers in any given school request its use on the
22 same day;
- 23
24 b. If requested during any prior established student examination period;
- 25
26 c. If requested on the day immediately preceding or following a holiday or vacation peri-
27 od.¹

27 Professional leave is a short, temporary absence for the purpose of attending workshops and other
28 meetings relating to school business or serving on boards and commissions that meet during daytime
29 hours when appointed by a mayor, city council, county executive, or county commission.²

30
31 Requests shall be submitted to the principal at least five (5) days prior to requested leave of ab-
32 sence.

33
34 In addition, certified employees shall be granted leave to serve on any board or commission of the
35 state when the appointment is made by the Governor or General Assembly. Such leave shall not be
36 counted against any other accumulated leave credits. The employee shall notify the principal at least
37 five (5) days prior to leave being taken.²

38
39 Legal References:

- 40 1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
- 41 2. TCA 49-5-205