

Kingsport City Schools

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 06/06/13
		Rescinds:	Issued:

PERSONAL LEAVE

Professional Personnel

Professional personnel are allotted three (3) days of personal leave with pay per school year, excluding administrators who are allotted two (2) days. Personal leave shall be used for personal reasons. Subject to the following conditions, it can be taken at the discretion of a teacher, who shall not be required to give reasons for the use of any personal leave. The approval of the Superintendent of Schools or his/her designee shall be required under the following conditions:

- More than ten percent (10%) of the teachers in any given school request its use on the same day.
- Personal leave is requested during any prior established student examination period.
- Personal leave is requested on the day immediately preceding or following a holiday or vacation period.
- Personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the board of education prior to the beginning of the school year; or
- Personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the board of education prior to the beginning of the school year.

If the above conditions apply, building principal approval, and for professional development or parent conference days, approval of the Superintendent of Schools, is required for a teacher to take personal leave. Otherwise, the use of personal leave is at the discretion of the employee.

Except in an emergency, a teacher shall give at least one (1) day notice of intent to take personal leave.

Classified Personnel

Classified personnel are allotted two (2) days of personal leave with pay per school year. Personal leave may be taken subject to the prior approval of the immediate supervisor.

Unused Personal Days

Unused personal days (maximum of two) for all employees shall be credited as sick leave at the end of the year in which they are earned.

PROFESSIONAL LEAVE

Leave from the regular job assignment may be granted for a limited number of days for professional activities. Such activities may include participation in required or recommended professional growth

1 activities, supervision of field trips for students of the System or participation in activities as
2 a representative of the System.

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6 Leave requests for participation in meetings sponsored by professional organizations, business and industry
7 or other employee organizations may be approved at the discretion of the Superintendent of Schools.

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9 Compensation from sources other than the school system for individuals on professional leave shall not
10 exceed reasonable expenses. In the event an individual receives compensation in excess of reasonable
11 expenses, personal leave (or vacation) shall be used or other financial arrangements approved.

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29 Legal Reference:
30 TCA 49-5-711
31 TRR/MS 0520-1-2-.04(3)
32 TCA 49-5-205

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Cross Reference:
Sick Leave 5.302
Extended Leaves of Absence 5.304
Family and Medical Leave 5.305
Maternity Leave 5.3051
Vacation and Holidays 5.310