

Franklin Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 12/09/13
		Rescinds: 5.303	Issued: 05/08/00

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

3 Full-time certificated and classified employees shall earn personal leave at the rate of one day for each
4 half-year employed for a total of two (2) days per year. Any personal leave remaining unused at the end
5 of a year shall be credited to sick leave.¹ Full time certificated employees may receive one (1) additional
6 personal or professional leave day at the local level per year cumulative to three (3) days. An amount
7 not to exceed the pay allowed for a substitute for each local level personal day taken shall be deducted
8 from the salary warrant.

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

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

13 1. Except in emergency, each employee shall give the principal at least one day's notice in writing
14 of intent to take leave;

15 2. The approval of the principal of the school shall be required:²

16 a. If more than ten percent (10%) of the teachers in any given school request its use on the
17 same day;

18 b. If requested during any prior established student examination period;

19 c. If requested on the day immediately preceding or following a holiday or vacation period;

20 d. If personal leave is requested for days scheduled for professional development or in-
21 service training, according to a school calendar adopted by the local board of education
22 prior to the commencement of the school year; or

23 e. If personal leave is requested for days scheduled for parent-teacher conferences,
24 according to a school calendar adopted by the local board of education prior to the
25 commencement of the school year.

26 Professional leave is a short, temporary absence for the purpose of attending workshops and other
27 meetings relating to school business or serving on boards and commissions which meet during daytime
28 hours when appointed by a mayor, city council, county executive or county commission, or any board
29 or commission of the state when the appointment is made by the Governor or General assembly.³

- 1 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(c)(1)
3. TCA 49-5-205

Cross References

Short Term Leaves of Absence 5.300
Emergency and Legal Leave 5.301