

# Greeneville City Board of Education

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| Monitoring:<br><b>Review: Annually,<br/>in February</b> | Descriptor Term:<br><b>Long-Term Leaves of Absence<br/>(non-FMLA) for Professional Personnel</b> | Descriptor Code:<br><b>5.304</b> | Issued Date:<br><b>09/23/10</b> |
|   |  | Rescinds:<br><b>5304</b>         | Issued:<br><b>03/22/07</b>      |

1 Any person holding a position requiring a teacher's certificate shall be granted leave for military service,  
2 legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child or parent  
3 deployed for military duty out of the country who has been granted rest and recuperation leave, and may  
4 be granted leave for educational improvements or other sufficient reason without loss of accumulated  
5 leave credits, tenure status, or other fringe benefits. All leaves shall be requested in writing at least thirty  
6 (30) days in advance on forms provided by the Board. The 30-day notice may be waived or reduced  
7 by the director of schools upon submission of a certified statement by a physician. The application for  
8 leave forms shall require:

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- 10 1. A description of the type of leave requested;
- 11 2. The requested dates for beginning and ending the leave; and
- 12 3. A statement of intent to return to the position from which leave is granted.
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14 Each request must be acted upon by the director of schools. Each applicant shall be notified in writing  
15 of the director's action. All leaves, except military leave, shall be from a specific date to a specific date.  
16 However, any leave may be extended by the director of schools upon written request from the teacher.  
17 Military leave and legislative leave shall be granted for whatever period may be required. Leave to visit  
18 a spouse, child or parent deployed for military duty out of the country who has been granted rest and  
19 recuperation leave shall be granted for no longer than ten (10) days. The procedure and condition for  
20 extending a leave are the same as those used when originally requesting and granting the leave.  
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22 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with a temporary  
23 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the temporary  
24 teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed  
25 in the same or a comparable position upon return.  
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27 Part-time leaves may be granted by the Board upon written request for the same conditions as for full-  
28 time leave.  
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30 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of  
31 return if the teacher does not intend to return to the position from which he/she is on leave. Failure to  
32 give such notice shall be considered breach of contract.<sup>1</sup>  
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## 34 **PAY AND BENEFITS**

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36 Except as may be otherwise required by applicable statute or policy, all leave granted in conformance  
37 with this policy shall be without pay except as may be covered by sick leave in the case of maternity  
38 and recuperative leaves. Employees shall have the opportunity to continue participation, at their own  
39 expense, in group insurance plans subject to restrictions of the insuring carrier.  
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**OTHER ABSENCES**

Absence for reasons not authorized by the director of schools shall result in suspension and deduction of pay and may result in termination unless satisfactory explanation is made to the school administration.

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Legal References:

- 1. TCA 49-5-702 through TCA 49-5-709

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Cross References:

- Family and Medical Leave 5.305
- Military Leave 5.306
- Physical Assault Leave 5.307
- Sabbatical Leave 5.308
- Legislative Leave 5.309
- Interim Employees 5.700