

Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	Personal and Professional Leave	5.303	07/12/21
		Rescinds:	Issued:
		5.303	5/18/10

Professional Personnel

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

All employees shall earn personal or professional leave at the rate of one day for each half-year employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹ Additional days may be negotiated between the Board and the Marion County Education Association as a part of the teacher contract.

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

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

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:
 - (a) If more than ten percent (10%) of the teachers in any given school request its use on the same day;
 - (b) If personal leave is requested during any prior established student examination period;
 - (c) If personal leave is requested on the day immediately preceding or following a holiday or vacation period;
 - (d) If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the local board of education prior to the commencement of the school year; or
 - (e) If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the local board of education prior to the commencement of the school year.

Professional leave up to two (2) days in each year of employment is allowed as a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.²

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

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

Support Personnel

At the beginning of the school year, support staff employees shall be credited with (4) four personal days. A personal leave day may be used for any purpose at the discretion of the employee.

There shall be no lump sum payment or compensation for personal days accumulated at the end of the school year. Personal days accumulated and not used at the end of the school year shall be credited to sick leave.

For those employees leaving employment, there shall be no lump sum payment or compensation for accumulated personal days. Any unused personal days shall terminate.

Legal References:

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