

Wilson County Board of Education

Policy Description:

Long-Term Leaves of Absence for Professional Personnel

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Policy Number:

5.304

Amended Date:

06/04/07

Rescinds: 200 p. 24

Classified p. 9

Contract 7-4

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1 Any person holding a position requiring a license to teach shall be granted leave for military service, legislative
2 service, maternity, adoption, and recuperation of health, educational improvements or other sufficient reason
3 without loss of accumulated leave credits, tenure status, or other fringe benefits. All leaves shall be requested in
4 writing at least thirty (30) days in advance on forms provided by the director of schools. The 30 day notice may
5 be waived or reduced by the director of schools upon submission of a certified statement by a physician. The
6 application for leave forms shall require:

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- 8 1. A description of the type of leave requested;
- 9 2. The requested dates for beginning and ending the leave; and
- 10 3. A statement of intent to return to the position from which leave is granted.

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12 Each request for leave must be acted upon by the director of schools within fifteen (15) days. Each applicant
13 shall be notified in writing of the action of the director of schools and the beginning and ending dates of the leave
14 which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However,
15 any leave may be extended by the director of schools upon written request from the teacher. Military leave shall
16 be granted for whatever period may be required. The procedure and condition for extending a leave are the
17 same as those used when originally requesting and granting the leave.

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19 Positions vacated for less than twelve (12) calendar months by teachers on leave shall be filled with an interim
20 teacher while the teacher is on leave. If the teacher returns from leave within twelve (12) calendar months, the
21 interim teacher shall relinquish the position. If the leave exceeds twelve (12) calendar months, the teacher shall
22 be placed in the same or a comparable position upon return.

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24 Part time leaves may be granted by the director of schools upon written request for the same conditions as for
25 full time leave.

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27 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date of return if the
28 teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall
29 be considered breach of contract.¹

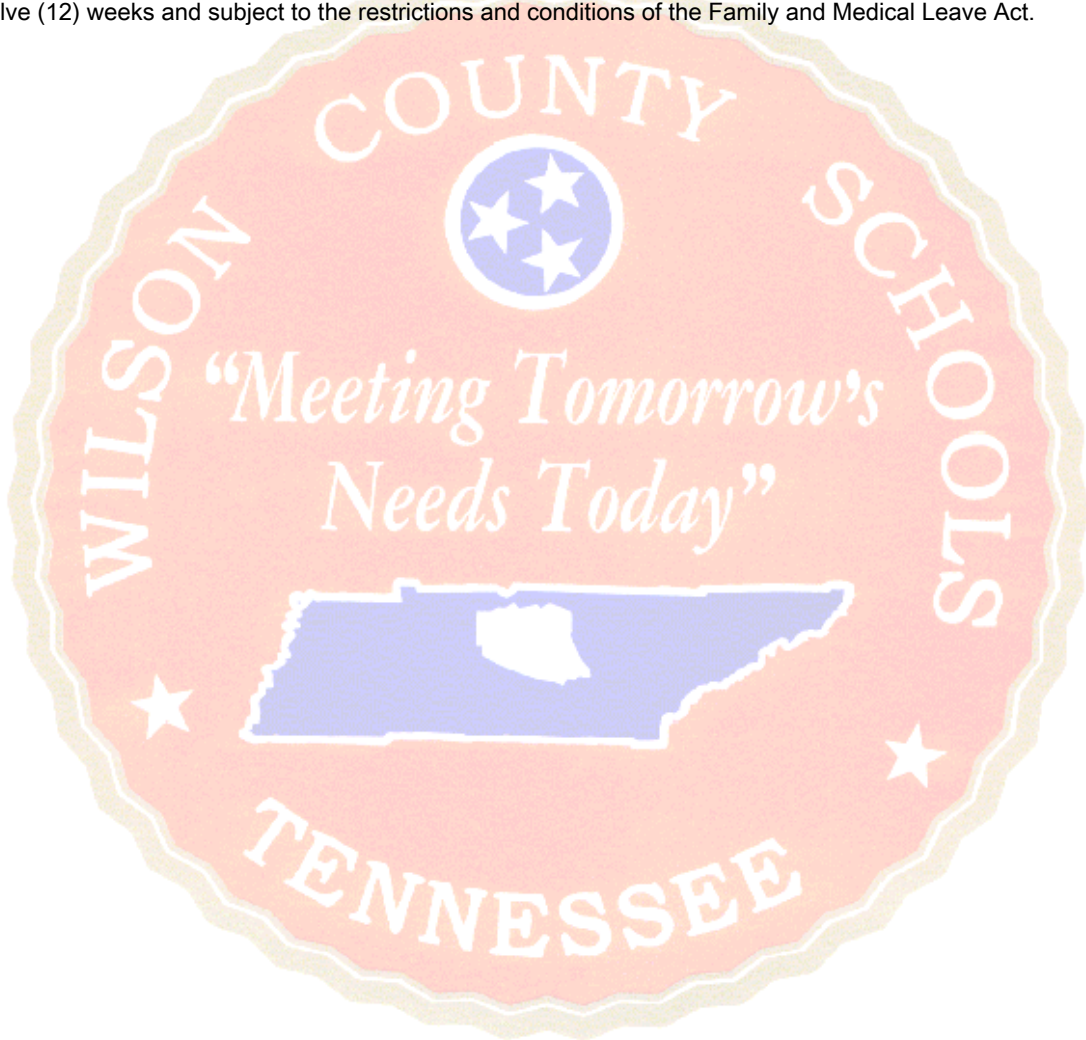
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¹ TCA 49-5-702 through TCA 49-5-709

1 **PAY AND BENEFITS**

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3 All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in
4 the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation,
5 at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

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7 Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have the same
8 portion of their insurance premiums paid by the Board as is paid for active employees. This leave is limited to
9 twelve (12) weeks and subject to the restrictions and conditions of the Family and Medical Leave Act.



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