

Wilson County Board of Education

Policy Description:

Personal and Professional Leave

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Policy Number:

5.303

Amended Date:

06/04/07

Rescinds: 200 p. 28

Contract 7-3&4

Issued: 08/96

01/25/01

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

3
4 Certified employees shall earn personal and professional leave at the rate of one day for each half-year
5 employed for a total of two (2) days per year. Any personal and professional leave remaining unused at the end
6 of a year shall be credited to sick leave.¹

7
8 If, at the termination of services, any employee has been absent for more days than leave has been earned, an
9 amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment. If
10 such final salary is insufficient for this purpose, the teacher shall be liable for reimbursement of any amount in
11 excess of his final salary.

12
13 At the termination of a teacher's employment, no remuneration shall be paid for accumulated personal
14 professional leave days.

15
16 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 17
18 1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent
19 to take leave;
- 20 2. The approval of the principal of the school shall be required:
- 21 • If more than ten percent (10%) of the teachers in any given school request personal leave on
 - 22 the same day;
 - 23 • If requested during any prior established student examination period;
 - 24 • If requested on the day immediately preceding or following a holiday or vacation period.
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¹ TCA 49-5-711; TRR/MS 0520-1-2-.04(3)

1 3. The request may be denied for the following reasons:

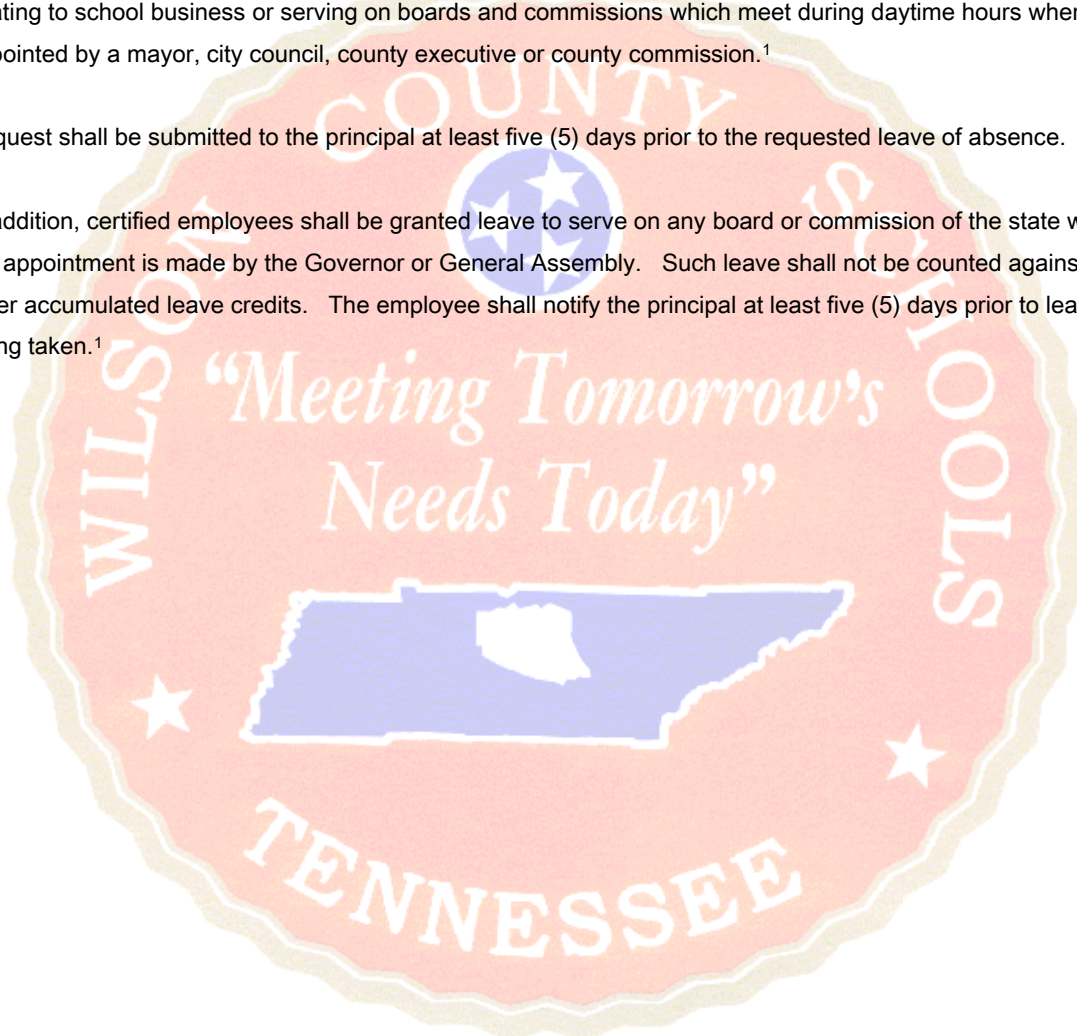
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- If more than ten percent (10%) of the teachers in any given school request said leave on the same day;
- If requested during any prior established student examination period;
- If requested on the day immediately preceding or following a holiday or vacation period.

Professional leave is 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.¹

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

In addition, certified 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.¹



¹ TCA 49-5-205