

Weakley County Board of Education



Monitoring:

Descriptor Term:

Personal and Professional Leave

Descriptor Code:

5.303

Issued Date:

6/7/2018

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2 Personal and professional leave shall be granted in accordance with laws of the State of Tennessee
3 and rules and regulations of the State Board of Education.
4
5 Certified employees shall earn personal and professional leave at the rate of one day for each half-
6 year employed for a total of two (2) days per year. Any personal and professional leave remaining
7 unused at the end of a year shall be credited to sick leave.¹
8
9 If, at the termination of services, any employee has been absent for more days than leave has been
10 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's
11 final salary payment.
12
13 Subject to the following conditions, personal leave may be taken at the discretion of the employee:
14
15 1. Except in emergency, each employee shall give the principal at least one day's notice in
16 writing of intent to take leave;
17
18 2. The approval of the principal and Director of Schools shall be required:
19 a. If more than ten percent (10%) of the teachers in any given school request its use on
20 the same day;
21 b. If requested during any prior established student examination period;
22 c. If requested on the day immediately preceding or following a holiday or vacation
23 period.¹
24 d. Except in an emergency, a teacher shall give at least one (1) day's notice of intent to
25 take personal leave.
26 e. Teachers **shall not** take Personal Leave on scheduled In-Service Days.
27 f. If requested for days scheduled for parent-teacher conferences, according to the
28 school calendar adopted by the Board prior to the commencement of the school year.
29
30 Professional leave is a short, temporary absence for the purpose of attending workshops and other
31 meetings relating to school business or serving on boards and commissions which meet during
32 daytime hours when appointed by a mayor, city council, county executive or county commission.²
33
34 Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.
35
36 In addition, certified employees shall be granted leave to serve on any board or commission of the
37 state when the appointment is made by the Governor or General Assembly. Such leave shall not be
38 counted against any other accumulated leave credits. The employee shall notify the principal at least
39 five (5) days prior to leave being taken.²

Legal References:

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

² TCA 49-5-205