**Subject:** Personal and Professional Leave

**Effective Date:** 03/27/25

**Approved By:** Board of Directors

**Policy:** 5302

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

The Executive Director shall develop procedures for granting personal leave to employees.

All certified personnel shall be able to retain up to three (3) earned personal days. Any personal leave days beyond the three (3) shall be credited as sick leave.

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 an emergency, each employee shall give the principal/supervisor at least one day’s notice in writing of intent to take leave;
2. The approval of the Executive Director shall be required to review the total requests:
   1. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
   2. If requested during any prior established student examination period;
   3. If requested on the day immediately preceding or following a holiday or vacation period;
   4. 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
   5. 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 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.3

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