

Marion County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 08/10/26
		Rescinds: 5.303	Issued: 05/18/10

1

Certified Personnel

Professional personnel personal and professional leave shall be granted in accordance with the 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 two (2) days for each half-year employed, for a total of four (4) days per year. Any personal and professional leave remaining unused at the end of the year shall be credited to sick leave¹. Additional days may be negotiated between the Board and the Marion County Education Association as a part of the teacher contract

In addition, the Board shall provide two (2) Local Paid Leave Days annually. Local Paid Leave Days shall be earned at the rate of one (1) day for each half-year employed. These days shall be available for use once earned. Any unused Local Paid Leave Days remaining at the end of the year shall be credited to 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 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 four (4) 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 commission².

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 taken².

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