Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Personal and Professional Leave**	**5.303**	**10/22/26**
		Rescinds: **5.303**	Revised: **08/10/26**

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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 leave at the rate of two (2) days for each half-year employed, for a total of four (4) days per year. Two (2) personal leave days shall be earned in December and two (2) personal leave days shall be earned in June. Employees beginning employment after the start of the school year shall receive a prorated amount of personal leave. 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. One (1) Local Paid Leave Day shall be earned in December and one (1) Local Paid Leave Day shall be earned in June. Employees beginning employment after the start of the school year shall receive a prorated amount of Local Paid Leave. These days shall be available for use once earned.

Personal Leave and Local Paid Leave Days may be carried over from one school year to the next, with a combined maximum carryover of six (6) days. Any personal or Local Paid Leave days accumulated in excess of six (6) days at the end of the school year shall be credited to sick leave.

There shall be no lump sum payment or compensation for accumulated Personal or Local Paid Leave days upon separation from employment. Any unused Personal or Local Paid Leave days shall be credited to sick leave upon separation from employment.

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 commission[1].

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 taken[2].

Support Personnel

Support staff employees shall earn personal leave at the rate of two (2) days for each half-year employed, for a total of four (4) personal leave days per year. Two (2) personal leave days shall be earned in December and two (2) personal leave days shall be earned in June. Employees hired after the beginning of the school year shall receive a prorated amount of personal leave based on the portion of the school year remaining.

A personal leave day may be used for any purpose at the discretion of the employee.

Support staff employees may carry over up to four (4) unused personal leave days from one school year to the next. Any personal leave days accumulated in excess of four (4) days at the end of the school year shall be credited to sick leave.

There shall be no lump sum payment or compensation for accumulated personal leave days upon separation from employment. Any unused personal leave days shall be credited to sick leave upon separation from employment.

Legal References

[1] TCA 49-5-205