

# Oak Ridge Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>01/26/15</b>
		Rescinds: <b>IV-47</b>	Issued:

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

3 Licensed employees shall receive three (3) days of personal and professional leave. Any personal  
4 leave remaining unused at the end of a year shall be credited to sick leave.<sup>1</sup>

5 If, at the termination of services, any employee has been absent for more days than leave has been  
6 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final  
7 salary payment.

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

9 1. Except in emergency, each employee shall give the principal at least one day's notice in writing  
10 of intent to take leave;

11 2. The approval of the principal of the school shall be required:<sup>2</sup>

12 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
13 same day;

14 b. If requested during any prior established student examination period;

15 c. If requested on the day immediately preceding or following a holiday or vacation  
16 period;

17 d. If personal leave is requested for days scheduled for professional development or in-  
18 service training, according to a school calendar adopted by the local board of education  
19 prior to the commencement of the school year; or

20 e. If personal leave is requested for days scheduled for parent-teacher conferences,  
21 according to a school calendar adopted by the local board of education prior to the  
22 commencement of the school year.

23 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
24 meetings relating to school business or serving on boards and commissions which meet during daytime  
25 hours when appointed by a mayor, city council, county executive or county commission.<sup>3</sup>

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

1

---

Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711 (c)(1)
3. TCA 49-5-205