

# Houston County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>06/10/19</b>
		Rescinds:	Issued: <b>06/10/19</b>

All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse, child, or parent deployed for military duty out of the country who has been granted rest and recuperation leave. Such personnel may be granted leave for educational improvements or other sufficient reasons as determined by the Director of Schools. If granted, such leave shall not result in the forfeiture of accumulated leave credits, tenure status, or other fringe benefits.<sup>1</sup>

All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The thirty (30)-day notice may be waived or reduced by the Director of Schools upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; and
3. A statement of intent to return to the position from which leave is granted.<sup>1</sup>

Each request for leave must be acted upon by the Director of Schools within fifteen (15) days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted.<sup>2</sup>

All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the Director of Schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

Leave to visit a spouse, child, or parent deployed for military duty out of the country who has been granted rest and recuperation leave shall be granted for no longer than ten (10) days.<sup>3</sup>

Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within twelve (12) months, the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return.<sup>4</sup>

Part-time leaves may be granted by the Director of Schools upon written request for the same conditions as for full-time leave.

Any teacher on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract.<sup>5</sup>

**PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

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Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

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Cross References

- Family and Medical Leave 5.305
- Military Leave 5.306
- Physical Assault Leave 5.307
- Sabbatical Leave 5.308
- Legislative Leave 5.309
- Interim Employees 5.700