



Robertson County Schools

800 M. S. Couets Boulevard • Springfield, Tennessee 37172 • Phone (615) 384-5588 • Fax (615) 384-9749

Danny L. Weeks, Director of Schools

PERSONAL/PROFESSIONAL LEAVE REQUEST

School _____ Employee _____

Leave Date _____

Recommended by _____ Date _____
Principal's Signature

At the beginning of every school year, personal/professional leave shall be credited as follows:

- a) teachers with 15 or more years Robertson County experience- 4 days
- b) teachers with 10, but fewer than 15 years Robertson County experience- 3 days
- c) teachers with less than 10 years Robertson County experience- 2 days

Leave may be taken at the discretion of the teacher, who shall notify the administrator at least three (3) days in advance, except in case of emergency.

Leave shall not be taken:

- a) when as much as 10% of the teachers of the school are absent;
- b) during examination or grading periods;
- c) for less than a full day;
- d) immediately before or after a school holiday/vacation;
- e) for a scheduled professional development/in-service training day;
- f) for a scheduled parent-teacher conference day.

At the end of each school year, all unused personal days will be credited to sick leave.

DEMETRIA WHITE * CONNIE HOGAN * JOSH WHITE * SCOTT RICE * STEPHEN AYRES * JEFF WHITE

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status.