

Bartlett City Board of Education		5013.2
Descriptor Term: PERSONAL AND PROFESSIONAL LEAVE	Descriptor Code: Personnel	Issue Date: 04/30/2014
	Rescinds: 08/22/2024	Revised: 11/19/2015

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

3 Certified employees shall earn personal and professional leave at the rate of one day for each
4 half-year employed for a total of two (2) days per year. Any personal and professional leave
5 remaining unused at the end of a year shall be credited to sick leave.¹

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

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

- 10 1. Except in emergency, each employee shall give the principal at least one day's notice in
11 writing of intent to take leave;
- 12 2. The approval of the principal of the school shall be required:²
 - 13 a. If more than ten percent (10%) of the teachers in any given school request its use on
14 the same day;
 - 15 b. If requested during any prior established student examination period;
 - 16 c. If requested on the day immediately preceding or following a holiday or vacation
17 period;
 - 18 d. If requested for days scheduled for professional development or in-service training,
19 according to a school calendar adopted by the Bartlett City Board of Education prior
20 to the commencement of the school year; or
 - 21 e. If requested for days scheduled for parent-teacher conferences, according to a
22 school calendar adopted by the Bartlett City Board of Education prior to the
23 commencement of the school year.

24 Personal leave shall be taken and charged in at least one-half (1/2) day increments.

25 Professional leave is a short, temporary absence for the purpose of attending workshops and
26 other meetings relating to school business or serving on boards and commissions which meet
27 during daytime hours when appointed by the City of Bartlett Mayor, City of Bartlett Board of Mayor
28 and Aldermen, Shelby County Mayor, Shelby County Commission, or any Board approved
29 equivalent.³

¹ T.C.A. §49-5-711; TRR/MS 0520-01-02-.04(3)

² T.C.A. §49-5-711(c)(1)

³ T.C.A. §49-5-205

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

3 Pursuant to the laws of the State of Tennessee⁴ and notwithstanding any rule, Board policy, or
4 administrative procedure to the contrary, all certified employees assigned to Bartlett schools as
5 of May 23, 2014 and employed by Bartlett City Schools for the 2014-2015 school year shall retain
6 all accrued personal and professional leave.

RESCIND as of 8-22-2024

⁴ T.C.A. §49-5-203