

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Personal and Professional Leave	G-462	7/95
		Reviewed:	Revised:
		5/25	7/25

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

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

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 requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period.¹

Professional leave is 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.²

Requests for professional leave shall be submitted to the immediate supervisor at least ten (10) working 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

Each professional employee may receive leave of absence, up to a maximum of two (2) days per year for the observance of an established religious rite or ordinance. The Director of Schools will have the final decision to grant or deny the request, and the final decision shall not be subject to grievance procedure. Knox County Schools follows the Harvard Divinity School Multifaith Calendar as a guide to determine religious rites or ordinances observed. Employees are required to submit requests seven (7) days prior to the date of expected absence.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Legal References:

1. T.C.A. § 49-5-711; TRR/MS 0520-1-2-.04(3).
2. T.C.A. § 49-5-205.

Approved as to Legal Form
By Knox County Law Director 5/16/2025
/Gary T. Dupler/Deputy Law Director