Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Personal and Professional Leave**	**5.303**	**07/14/25**
		Rescinds:	Issued: **06/10/19; 07/12/21**

Certified Employees

All certified employees will earn four (4) personal days per year. These days are earned evenly throughout the year and are prorated for employees who do not work the entire school year. A maximum of two (2) unused personal days will be credited to the employee's sick leave at the end of each year. Personal Leave may accumulate up to nine (9) days. No more than five (5) personal leave days may be taken in a school year.

Non-Certified Employees

Non-Certified employees receive 2 personal leave days a year. A maximum of two (2) unused personal leave days will be credited to the employee's sick leave at the end of each year.

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.[2]

PERSONAL LEAVE

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

1. Except in an emergency, each employee shall give the principal at least three (3) days' notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:[3]

    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;

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

e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.

PROFESSIONAL LEAVE

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.[4] Requests for professional leave must be submitted five (5) days prior to the date of the leave.

Legal References

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

Cross References

Legislative Leave 5.309