

<u>Section G:</u> Human Resources	Knox County Board of Education Policy		
	Leaves and Absences of Classified Personnel	Descriptor Term:	Descriptor Code:
			Issued:
		Reviewed:	Revised:
		G-590	6/23
		6/26	7/26

EMERGENCY LEAVE, COURT APPEARANCES, AND JURY DUTY

Emergency leave, court appearances, and jury duty shall be defined the same for classified personnel as for certificated employees.¹ See Board Policy G-460.

SICK LEAVE

Sick leave shall be defined the same for classified personnel as for certificated employees. See Board Policy G-461.

BEREAVEMENT LEAVE

Bereavement leave shall be defined the same for classified employees as for certified employees. See Board Policy G-461.

LONG TERM LEAVES OF ABSENCE

Long Term Leaves of Absence for classified personnel shall be the same as for certificated personnel with the exception of educational improvement leave. See Board Policy G-463.

FAMILY/MEDICAL LEAVE

Family Medical Leave shall be defined the same for classified personnel as for certificated personnel. See Board Policy G-464

MILITARY LEAVE

Military Leave for classified personnel shall be the same as for certificated personnel. See Board Policy G-465.

PERSONAL LEAVE

Personal Leave shall be the same for classified personnel as for certificated personnel. See Board Policy G-462.

PARENTAL LEAVE

Parental leave shall be defined the same for classified personnel as for certificated employees. See Board Policy G-467.

ADMINISTRATIVE DAY OR DISCRETIONARY DAY

All employees who are scheduled to work 255 or 260 days per school year shall be granted one (1) administrative (discretionary) day each school year. This day may be used as needed throughout the school year. Any unused administrative day has no cash value, does not carry over to the following school year, and shall be forfeited on June 30 of the school year in which it was earned. This administrative discretionary day may be taken at the discretion of the employee subject to the same conditions as personal leave outlined in Board Policy G-462.

Legal Reference:

1. T.C.A. § 22-4-108.
2. The Administrative Discretionary Day was added as an accrual type on July 1, 2026 to equalize formulas across certified and classified employees and minimize the impact on employees after legislation was passed that affected certified employees only.