

Dickson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 08/23/12
		Rescinds: 5.3030	Issued: 9/2009

1 Full-time employees shall annually earn two personal leave days per year. At the end of the school
2 year, any personal leave remaining will be transferred to sick leave. (TCA 49-5-711; TRR/MS 0520-1-
3 2-.04(3))
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5 If, at the termination of services, any employee has been absent for more days than leave has been
6 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final
7 salary payment.
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9 Subject to the following conditions, personal leave may be taken at the discretion of the employee:
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- 11 1) Except in emergency, each employee shall give the principal at least one (1) day's no
12 tice in writing of intent to take leave;
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- 14 2) Leave shall not be taken:
 - 15 a) If more than ten percent (10%) of the teachers in any given school are absent;
 - 16 b) If requested during any prior established student examination or grading pe
17 riod;
 - 18 c) For less than a full day;
 - 19 d) If requested on the day immediately preceding or following a holiday or vaca
20 tion period;
 - 21 e) For a scheduled professional development/in-service training day;
 - 22 f) For a scheduled parent-teacher conference day.
- 23 3) Exceptions to the restrictions may be granted by the Director of Schools for good rea
24 son. (TCA 49-5-711; TRR/MS 0520-1-2-.04(3))
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33 Full-time employees who have been elected to state or local law-making bodies shall be granted leave
34 to serve on any board or commission of the state when the appointment is made by the Governor or
35 General Assembly. Such leave shall not be counted against any other accumulated leave credits. The
36 employee shall notify the principal/supervisor at least five (5) days prior to leave being taken. (TCA
37 49-5-205)
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