

# Dickson County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Long-Term Leaves of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>08/23/12</b>
		Rescinds: <b>5.3000</b>	Issued: <b>4/17/2007</b>

1 Any person holding a position requiring a license to teach shall be granted leave for military service,  
2 legislative service, maternity, adoption, recuperation of health, educational improvements or other suf-  
3 ficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. All leaves  
4 shall be requested in writing at least thirty (30) days in advance on forms provided by the Director/  
5 designee. The request for leave shall require:

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7 1. A description of the type of leave requested;
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9 2. The requested dates for beginning and ending the leave; and
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11 3. A statement of intent to return to the position from which leave is granted.

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13 The Director of Schools/designee must act upon each request within fifteen (15) days. Each applicant  
14 shall be notified in writing of the Director's action and the beginning/ending dates of the leave. All  
15 leaves, except military leave, shall be from a specific date to a specific date. However, the Director,  
16 upon written request, may extend any leave from the teacher. Military leave shall be granted for what-  
17 ever period may be required. The procedure and condition for extending a leave are the same as those  
18 used when originally requesting and granting the leave.

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20 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an interim  
21 teacher while the teacher is on leave. If the teacher returns from leave within twelve (12) months, the  
22 teacher shall be placed in the same or a comparable position upon return.

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24 Any teacher on leave shall notify the Director of Schools/designee at least thirty (30) days prior to the  
25 date of return if the teacher does not intend to return to the position from which he/she is on leave.  
26 Failure to give such notice shall be considered breach of contract.

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28 Any professional personnel returning to employment after a period of two (2) years shall be subject to  
29 current employment standards.

## 30 31 **PAY AND BENEFITS**

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33 All leave granted in conformance with this policy shall be without pay except as may be covered by  
34 sick leave in the case of maternity leaves. The Board shall keep the employee under any group health  
35 plan for the first twelve weeks of the leave after which time employees shall have the opportunity to  
36 continue participation, at their own expense, in group insurance plans subject to restrictions of the in-  
37 suring carrier. This leave is limited to twelve (12) weeks and subject to the restrictions and conditions  
38 of the Family Medical Leave Act.

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Cross References:

- Family and Medical Leave 5.305
- Military Leave 5.306
- Physical Assault Leave 5.307
- Sabbatical Leave 5.308
- Legislative Leave 5.309
- Interim Employees 5.700