

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 09/01/11
		Rescinds: PER 20	Issued: 03/14/2306/23/26

1 Personal and professional leave shall be granted pursuant to the laws of the State of Tennessee and the
2 rules and regulations of the State Board of Education.

3 **CERTIFIED EMPLOYEES**

4 **Personal Leave:** Certified employees shall earn ~~four~~^{two} (42) personal days per year.¹ Any personal and
5 professional leave remaining unused at the end of a year shall be credited to sick leave, except as
6 provided below.²

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8 **2026-2027 School Year Transition Provision**

9 For the 2026-2027 school year only, as established by the Board-adopted school calendar, certified
10 personnel with twenty-six (26) or more years of experience who were eligible under the prior version of
11 this policy to retain up to five (5) earned personal days, may retain and use those earned personal days
12 during the 2026-2027 school year, not to exceed five (5) personal leave days.

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14 This transition provision shall expire at the conclusion of the 2026-2027 school year, as established by
15 the Board-adopted school calendar. Beginning with the 2027-2028 school year, all certified employees
16 shall earn four (4) personal leave days per year, and any unused personal
17 leave remaining at the end of the school year shall be credited to sick leave. No certified employee shall
18 be permitted to carry over or retain personal leave days beyond the 2026-2027 school year, except as
19 otherwise required by law, except in the case of the following circumstances:

- 21 ~~1. Certified personnel with ten (10) to fifteen (15) years of experience shall be able to retain up to~~
22 ~~three (3) earned personal days. One (1) of those days, if available, will roll over from the previous year.~~
23 ~~2. Certified personnel with sixteen (16) to twenty five (25) years of experience shall be able to retain~~
24 ~~up to four (4) earned personal days. Two (2) of those days, if available, will roll over from the previous~~
25 ~~year.~~
26 ~~3. Certified personnel with twenty six (26) or more years of experience shall be able to retain five~~
27 ~~(5) earned personal days. Three (3) of those days, if available, will roll over from the previous two (2)~~
28 ~~years.~~

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29 If, at the termination of services, any employee has been absent for more days than leave has been earned,
30 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
31 payment.

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

- 33 1. Except in emergency, each employee shall give the principal/supervisor at least one (1) day's
34 notice in writing of intent to take personal leave;

2. The approval of the principal/supervisor 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 ~~local board of education~~ Board of Education 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 ~~local board of education~~ Board of Education prior to the commencement of the school year.

3. A certified employee requesting to use four (4) personal leave days consecutively must receive prior approval from the Human Resources Director or the Director's designee.

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

Certified educators may request professional leave by submitting the request to the school principal at least five (5) days prior to the requested leave of absence. Professional day requests in excess of one (1) day per year must be approved by the Assistant Superintendent of Curriculum and Instruction. In addition, certified 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.

Approved professional leave shall not be counted against any other accumulated leave credits.

Requests for professional leave shall be submitted to the principal/supervisor at least five (5) days prior to requested leave of absence.

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CLASSIFIED EMPLOYEES

Full-time classified staff will earn ~~one two (2)~~ personal days per semester, for a total of four (4) personal days per fiscal year. Personal leave for classified employees shall be used for personal reasons and shall be subject to prior approval by the employee's supervisor. A classified employee requesting to use four (4) personal leave days consecutively must receive prior approval from the Human Resources Director or the Director's designee.

Personal leave may be denied based on operational needs, including staffing levels, work schedules, service obligations, mandatory training, or other circumstances in which the employee's absence would interfere with the efficient operation of the school system.

-Any ~~classified~~ personal days-leave remaining unused at the end of the fiscal year shall be credited to sick leave.

If, at the termination of employment, a classified employee has been absent for more days than the employee has earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment, to the extent permitted by law.

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Legal References

1. TCA 49-5-711; TRR/MS 0520-01-02-.04(3); ~~Public Acts of 2026, Chapter No. 1022~~
- ~~2.~~ TCA 49-5-711(a)
- ~~3.~~ TCA 49-5-711(c)(1)
- ~~4.~~ TCA 49-5-205

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