

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.² ~~except in the~~
6 ~~ease of the following circumstances:~~

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

15
16 If, at the termination of services, any employee has been absent for more days than leave has been earned,
17 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
18 payment.

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

- 20 1. Except in emergency, each employee shall give the principal/supervisor at least one (1) day's
21 notice in writing of intent to take personal leave;
- 22 2. The approval of the principal/supervisor shall be required:²³
 - 23 a. If more than ten percent (10%) of the teachers in any given school request its use on the
24 same day;
 - 25 b. If requested during any prior established student examination period;
 - 26 c. If requested on the day immediately preceding or following a holiday or vacation period;
 - 27 d. If personal leave is requested for days scheduled for professional development or in-
28 service training, according to a school calendar adopted by the ~~local board of~~
29 ~~education~~Board of Education prior to the commencement of the school year; or
 - 30 e. If personal leave is requested for days scheduled for parent-teacher conferences,
31 according to a school calendar adopted by the ~~local board of education~~Board of Education
32 prior to the commencement of the school year.
- 33 3. A certified employee requesting to use four (4) personal leave days consecutively must receive
34 prior approval from the Human Resources Director or the Director's designee.

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35 Professional Leave: Professional leave is a short, temporary absence for the purpose of attending
 36 workshops and other meetings relating to school business or serving on boards and commissions which
 37 meet during daytime hours when appointed by a mayor, city council, county executive or county
 38 commission.⁴

39 Certified educators may request professional leave by submitting the request to the school principal at
 40 least five (5) days prior to the requested leave of absence. Professional day requests in excess of one (1)
 41 day per year must be approved by the Assistant Superintendent of Curriculum and Instruction.
 42 In addition, certified employees shall be granted leave to serve on any board or commission of the State
 43 when the appointment is made by the Governor or General Assembly.

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

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

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48 **CLASSIFIED EMPLOYEES**

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

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

59
 60 -Any ~~classified~~ personal ~~days~~ leave remaining unused at the end of the fiscal year shall be credited to
 61 sick leave.

62 If, at the termination of employment, a classified employee has been absent for more days than the
 63 employee has earned, an amount sufficient to cover the excess days used shall be deducted from the
 64 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~~
- 1.2. TCA 49-5-711(a)
- 2.3. TCA 49-5-711(c)(1)
- 3.4. TCA 49-5-205

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