

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term: EXTENDED PERSONAL LEAVE WITHOUT PAY FOR LICENSED PERSONNEL	Descriptor Number: PER 19	Date Adopted: 4/79

Any licensed, tenured person holding a position requiring a license to teach shall be granted leave for military, legislative service, educational improvements, or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits.

Any leave requested for reasons which qualify under the FMLA or the Tennessee Maternity Law shall first be granted and taken in accordance with those laws and Board Policy PER 38 and not this policy. A teacher may not take consecutive leaves for the same reason under PER 38 and this policy which would exceed one school year. Military leaves are given at any time and for any length as required by law. All leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of Schools. The 30-day notice may be waived or reduced at the discretion of the Director of Schools based on extenuating circumstances. The application for leave forms shall require:

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

All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the Director of Schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave.

A maximum of two non-consecutive years of extended personal leave without pay may be taken in a career with Murfreesboro City Schools. In no case may the personal leave include parts of two consecutive school years.

Positions vacated for less than a school year by teachers on leave shall be filled with an interim teacher. Upon return of the teacher within the twelve (12) months, the interim teacher shall relinquish the position, and the teacher shall return to the position.

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

The Director of Schools may delay a return from leave when such return is not appropriate timing for the instructional program. Return from leave will be honored at the appropriate intervals in the school year.

All leave granted in conformance with this policy shall be without pay.

Legal Reference:

T.C.A. 49-5-702 through T.C.A. 49-5-709

