

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PERSONAL AND PROFESSIONAL LEAVE FOR LICENSED PERSONNEL	Descriptor No: PER 20	Date Adopted: 4/79
	Reviewed/Revision Adopted: 8/01; 9/11	

1 Up to three days of leave (one professional, one personal, and the third elective) may be taken
2 over and above all vacation and holidays. These three days, which are to be paid for by the
3 system, may be taken in the following ways:

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5 1. *Personal* leave day: A day for business of a personal nature which requires absence from
6 school.
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8 2. *Professional* leave day: Professional service to another school system or further devel-
9 opment of professional competence.

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11 The approval of the Director of Schools or the Director’s designee shall be required under the
12 following conditions:

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14 • If more than ten percent (10%) of the teachers in any given school request its use on the
15 same day.
- 16 • If personal leave is requested during any prior established student examination period.
- 17 • If personal leave is requested on the day immediately preceding or following a holiday or
18 vacation period.
- 19 • If personal leave is requested for days scheduled for professional development or
20 inservice training, according to a school calendar which has been adopted by the
21 Murfreesboro City Schools Board of Education before the school year begins.
- 22 • If personal leave is requested for days scheduled for parent-teacher conferences,
23 according to a school calendar which has been adopted by the Murfreesboro City Schools
24 Board of Education before the school year begins.

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26 A professional employee, including a professional employee on pre-approved leave or other type
27 of leave, shall not be charged with a day of leave for any day on which the professional
28 employee’s school or the school district is closed due to natural disaster, inclement weather,
29 serious outbreak of contagious illness, or other unexpected event.

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32 Legal Reference:

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34 T.C.A. 49-5-711