

Hickman County Board of Education

Descriptor Term:

Personal and Professional Leave

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5.303

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Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

~~Certified employees shall earn personal and professional leave at the rate of one day for each half-year employed for a total of two (2) days per year.~~ Professional employees shall earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Employees may have their days of personal leave prior to having earned it. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.²

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

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school 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 Board 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 Board prior to the commencement of the school year.

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

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

- 1 In addition, certified employees shall be granted leave to serve on any board or commission of the state
2 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
3 against any other accumulated leave credits. The employee shall notify the principal at least five (5)
4 days prior to leave being taken.
- 5 Support Personal may use two (2) leave days per school year as "personal leave". Personal leave may
6 be used for religious holidays, deaths not covered by sick leave, civic duties, personal business, or for
7 attendance of professional meetings excluding optional in-service meetings).

Legal References

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

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309