

Weakley County Board of Education



Monitoring:

Descriptor Term:

Long Term Leaves of Absence for Professional Personnel

Descriptor Code:

5.304

Issued Date:

9/28/2015

1
2 Any person holding a position requiring a license to teach shall be granted leave for military
3 service, legislative service, maternity, adoption, and recuperation of health, educational
4 improvements or other sufficient reason without loss of accumulated leave credits, tenure status,
5 or other fringe benefits. All leaves shall be requested in writing at least thirty (30) days in
6 advance on forms provided by the director of schools. The 30-day notice may be waived or
7 reduced by the director of schools upon submission of a certified statement by a physician. The
8 application for leave forms shall require:

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

13
14 Each request for leave must be acted upon by the director of schools within fifteen (15) days.
15 Each applicant shall be notified in writing of the action of the director and the beginning and
16 ending dates of the leave which is granted. All leaves, except military leave, shall be from a
17 specific date to a specific date. However, any leave may be extended by the director of schools
18 upon written request from the teacher. Military leave shall be granted for whatever period may
19 be required. The procedure and condition for extending a leave are the same as those used when
20 originally requesting and granting the leave. A teacher who accepts other employment during the
21 time which leave is granted shall forfeit all rights reserved in the original leave approval and the
22 position shall be filled at the discretion of the director of schools.

23
24 Positions vacated for less than twelve (12) months by teachers on leave shall be filled with an
25 interim teacher while the teacher is on leave. If the teacher returns from leave within 12 months,
26 the interim teacher shall relinquish the position. If the leave exceeds twelve (12) months, the
27 teacher shall be placed in the same or a comparable position upon return.

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29 Part-time leaves may be granted by the director of schools upon written request for the same
30 conditions as for full-time leave.

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32 Any teacher on leave shall notify the director of schools at least thirty (30) days prior to the date
33 of return if the teacher does not intend to return to the position from which he/she is on leave.
34 Failure to give such notice shall be considered breach of contract.¹

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36 **PAY AND BENEFITS**

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38 All leave granted in conformance with this policy shall be without pay except as may be covered
39 by sick leave in the case of maternity and recuperative leaves. Employees shall have the

Legal Reference:

¹ TCA 49-5-702-709

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1 opportunity to continue participation, at their own expense, in group insurance plans subject to
2 restrictions of the insuring carrier.

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4 Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall
5 have the same portion of their insurance premiums paid by the Board as is paid for active
6 employees. This leave is limited to twelve (12) weeks and subject to the restrictions and
7 conditions of the Family and Medical Leave Act.

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40 Cross References:

- 41 5.305 Family and Medical Leave
- 42 5.306 Military Leave
- 43 5.307 Physical Assault Leave
- 44 5.308 Sabbatical Leave
- 45 5.700 Interim Employees
- 46