

	<b>MURFREESBORO CITY SCHOOL BOARD POLICY</b>		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	LONG-TERM LEAVES OF ABSENCE FOR LICENSED PERSONNEL	PER 19	4/79
	Revision Adopted:		8/01

Any person holding a position requiring a license to teach shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits. 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 by the Director of Schools upon submission of a certified statement by a Tennessee licensed physician. 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.

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

Part-time leaves may be granted by the Director of Schools upon written request for the same conditions as for full-time leave.

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.

Leave may be granted for a period which would include a part of two school years, a part and whole school year, but in no case shall leave include two whole years nor a whole year and parts of two additional years.

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.

**PAY AND BENEFITS**

Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have the same portion of their insurance premiums paid by the Board as is paid for active

employees. This leave is limited to twelve (12) weeks and subject to the restrictions and conditions of the Family and Medical Leave Act.

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

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Legal Reference:

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