



Department: Human Resources
Policy Number: HUM-A017
Effective Date: 1/14/09

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
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LEAVE FOR ADVANCE EDUCATIONAL STUDY

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to provide eligible employees the opportunity for a leave of absence for advance educational study for professional improvement when the employee is 1) Gaining endorsement in the subject area desired, 2) Renewing certificate, or 3) Earning a degree.

Educational leave requires the approval of the requesting employee's supervisor and the Chief Human Resources Officer. Ordinarily the leave will be for one school year, but may be for a longer period of time upon recommendation of the Human Resources Director.

Positions vacated for up to twelve (12) months by employees on leave are filled with an interim employee for such time as the employee is on leave. Upon return of said employee within the twelve (12) months, the interim employee relinquishes the position and the employee on leave returns thereto. If the leave exceeds twelve (12) months, the employee is placed in the same or a comparable position upon return from leave.

Personnel on leave for a definite period of time must notify the Chief Human Resources Officer and his/her supervisor by March 1 of the school year in which the leave terminates, of their desire to return to the system.

CMCSS is not obligated to grant the return to the system to persons on leave for advanced educational study if they have failed to:

Fulfill the apparent intent for which leave was granted, or

Earn less than 9 semester hours during which leave was granted.

If a reduction in force is necessary, the fact that an employee is on extended leave is not considered in determining if the employee is retained.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/04/05		Initial Release
1/14/09	A	Change HR Director to Chief HR Officer and change "less than" twelve months to "up to" twelve months in third paragraph

***** End of Policy *****