



Department: Human Resources
Policy Number: HUM-A033
Effective Date: 10/7/09

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

OTHER LEAVES OF ABSENCE

It is the policy of the Clarksville-Montgomery County School System to allow employees to take official leaves of absence without pay, provided the reasons for such leave are acceptable. Employees are required to use applicable leave to avoid leave of absence without pay.

Leave of Absence is only available to employees who are in good standing at the time the leave is requested and have been employed by the school system for at least twelve (12) months. For the purposes of leave administration, "good standing" means that the employee has not been formally counseled about performance problems or placed on a performance improvement program for the 12 months prior to the request for other leave.

The terms and conditions of Leave of Absence will be determined on a case-by-case basis, and established at the time the leave is granted. The terms and conditions of a leave of absence will be documented prior to the beginning of the leave. The employee may continue health care coverage, but is required to pay the full cost of premiums, while on leave of absence. The school district reserves the right to grant or deny a leave of absence at its sole discretion.

Positions vacated for less than twelve (12) months by employees on leave will be 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 will relinquish the position and the employee can return thereto. If the leave exceeds twelve (12) months, the employee is placed in the same or a comparable position upon return from leave.

The following are considered valid reasons for a leave of absence and can be approved by the immediate supervisor:

- Transaction of legal business when it cannot be done at another time outside of the school day;
- Funerals, other than those provided for under other related leave provisions;
- Absence due to damage or serious and immediate threat of damage to the employee's residence resulting from fire, flood, storm or other uncontrollable conditions;
- Unforeseen or inadvertent circumstances beyond the control of the employee, such as weather, traffic delays, or accident which cause the loss of a work day - provided the employee has taken reasonable action to get to work and to notify the immediate supervisor of emergency conditions.

The following are considered invalid reasons for a leave of absence:

- Leave used for monetary gain or working for an outside source for a fee;
- Recreational, social, and shopping activities;
- Religious activities, other than religious holidays;
- Inspection, purchase, or sale of personal property;
- Interviewing or applying for other employment.



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Other reasons may be considered on a case by case basis, and approved by the Director of Schools.

CMCSS allows time off to observe religious holidays that are not otherwise noted paid holidays. Employees must notify their supervisors of the intent to take time off to observe a religious holiday. If vacation time or personal leave is available, it may be used for the observance of such holidays; otherwise, such time is off without pay.

Associated Documents: Leave of Absence/FMLA ([HUM-F015](#))
 CMCSS Request for Leave of Absence/FMLA ([HUM-F016](#))
 Request for Extension ([HUM-F031](#))

Implementing Procedures: Leave of Absence Request ([HUM-P006](#))
 Employee Record Reconciliation ([BUD-P002](#))

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/02/05		Initial Release
9/28/09	A	Replaced “worked for us” to “have been employed with” & changed “you” to “employee” in the second paragraph and changed wording from “you” to “employee” and “our” to “its” in the 3 rd paragraph.
10/7/09	B	To correct unintended approval in Rev. A - Moved approval by the Director of Schools to “Other reasons may be considered on a case by case basis and approved by the Director of Schools.”
10/11/11	C	In the first paragraph: changed encouraged to required and personal to applicable.
3/25/15		Reviewed, no changes

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