



Department: Human Resources  
Policy Number: HUM-A037  
Effective Date: 10/28/05

ADMINISTRATIVE POLICY

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

**PERSONAL LEAVE**

Clarksville-Montgomery County School System awards all permanent full-time and part-time employees three personal leave days per year. Employees may request personal leave at their discretion and are not required to give reasons for their use of personal leave.

Personal leave does not accumulate from year to year. Unused days will convert to sick leave. If during the fiscal year, an employee does not use any personal leave, they may opt to convert all three days to sick leave or be paid for one day and convert two days to sick leave. If an employee uses one or two days during the fiscal year, the remaining day(s) will be rolled into sick leave at the end of the fiscal year.

Personal leave may not be used on staff development days, on days preceding or following a holiday, vacation period or day scheduled out of an employee’s calendar. Principals and supervisors may recommend disapproval to the Director of Human Resources of requests for personal leave in which more than ten percent (10%) of their staff request personal leave for the same day or if the request is during a previously established student examination period.

Ordinarily, except in cases of emergency, all employees should give their immediate supervisor or building principal at least one (1) day’s advance notice of his or her intent to take personal leave by submitting a personal leave form. In cases where a classified employee requests personal leave that is not of an emergency nature and a replacement or substitute cannot be provided, principals and supervisors may recommend disapproval of the request to the Director of Human Resources. It is for this reason that employees are strongly encouraged to submit their request for personal leave as far in advance of the requested leave date as possible. Personal leave taken without prior approval could result in loss of pay for time missed.

Associated Documents: Memorandum of Agreement  
Employee Handbook  
Personal Leave Form, 08/18/05

Implementing Procedures: None.

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/28/05		Initial Release

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