



Department: Human Resources
Policy Number: HUM-A017
Effective Date: 1/04/05

ADMINISTRATIVE POLICY

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

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 advanced educational study for professional improvement when the employee is 1) Gaining endorsement in the subject area desired by the District, 2) Renewing teaching certificate, or 3) Earning a degree which will allow qualification for a district position.

Leave for advanced educational study requires the approval of the requesting employee’s supervisor and the Chief Human Resources Officer or Human Resources Coordinator (Completion of HUM-F016). The request for leave for advanced educational study must be completed through the CMCSS online portal. Proof of enrollment from college or university is required. Ordinarily the leave will be for one school year, but may be for a longer period of time upon recommendation of the Chief Human Resources Officer or Human Resources Coordinator.

Leave for advanced educational study is unpaid. However, the employee must substitute any paid vacation, personal leave, or comp time in place of the educational leave until the earned or accrued leave has been fully used. Accordingly, the paid leave and the leave for advanced educational study will run concurrently.

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. Employees returning within the twelve (12) months will retain their original position, which will be relinquished by the interim employee. 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 or Human Resources Coordinator and his/her supervisor of their desire to return by March 1 of the school year in which the leave terminates. Individuals on an approved leave for advanced educational study may be granted a one-time request for an extension of up to twelve (12) months.

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.

Associated Documents: Request for Leave of Absence/FMLA Form ([HUM-F016](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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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.
1/18/10	B	Add “by the District” and “teaching” certificate in first paragraph. Apply position name of Chief Human Resources Officer in second paragraph, Reword “employees returning within 12 months will retain their original position and interim employee relinquishes the position” in third paragraph, add “desire to return” and “one-time request for an extension of 12 months” to fourth paragraph.
2/19/10	C	Addition of third paragraph.
7/19/10	D	Addition to first paragraph, end of 3) “which will allow qualification for a district position.”
4/8/13	E	Add “or Human Resources Director” to paragraph 2 and 5.
11/16/15	F	Changed Human Resources Director to Employment Process Coordinator throughout.
7/31/17	G	Updated associated documents.
4/22/19	H	Replaced “Employment Process Coordinator” with “Human Resources Coordinator” throughout policy.
4/6/21	I	Added references to push employees to complete the process through the online leave portal.

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