



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 and reasonable and do not cause an undue hardship in the workplace. Employees are required to use applicable leave to avoid leave of absence without pay and whenever possible, plan accordingly based upon school calendar. Requests should be submitted thirty (30) days in advance.

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. A leave may exceed twelve (12) months in certain circumstances on an individual basis as per the Americans with Disability Act (ADA).

The following are considered valid reasons for a leave of absence and can be requested by the employee using the leave portal located on the CMCSS website under ClassLink. Documentation is required.

- Transaction of legal business when it cannot be done at another time outside of the school day;
- Funerals, other than those provided for under the bereavement policy ([HUM-A061](#));
- 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;
- Religious holidays that are not otherwise noted as paid holidays;
- "Once in a lifetime event" such as: weddings, graduation, etc. may be considered.
- No longer eligible for FMLA and Non-FMLA but have a sick-leave balance.
- ADA accommodation request.

The following are considered invalid reasons for a leave of absence and will not be approved:

- Leave used for monetary gain or working for an outside source for a fee; with the exception of an elected official.
- Recreational, social, and shopping activities;
- Religious activities(ex: mission trips), other than religious holidays;
- 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 Chief Human Resources Officer.

Associated Documents: Other Leaves of Absence without Pay ([HUM-F107](#))

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
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 <sup>rd</sup> 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
8/7/17	D	Added reasonable and undue hardship to first para. Removed second para. Added ADA statement for LOA exceeding 12 months.
9/11/18		Updated hyperlinks. Not a revision.
10/15/18	E	Para. 1, added “in the workplace” to first sentence; added “and whenever possible, plan accordingly based upon school calendar. Requests should be submitted thirty (30) days in advance” to end of para. Para. 4, revised first sentence and added last two bulleted items. Para. 5, added “and will not be approved” and deleted fourth bulleted item. Para. 6, changed Director of Schools to CHRO. Removed para. 7. Removed obsolete associated documents and implementing procedures. Added new associated document: Other Leaves of Absence without Pay, HUM-F107.
1/13/20	F	
4/18/23	G	Updated to classlink, added bereavement policy, no longer eligible FMLA/non-FMLA but have sick leave, example for religious activities.

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



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