



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 regular full-time and part-time employees three personal leave days per year. If an employee does not complete a full calendar year or resigns before the completion of their calendar, personal leave hours will be adjusted. Employees may request personal leave at their discretion and are not required to give reasons for their use of personal leave.

Certified Employees with years of service as determined by their date of hire as a certified employee shall be eligible for purchase of additional days. If a certified employee has a break in service, the total years as a certified CMCSS employee will determine eligibility. A certified employee will be eligible to purchase personal leave, provided the three personal days have been used: these days may be purchased as follows: Certified Employees with 10, but less than 20 years of service, may purchase one additional day. Employees with at least 20 years of service may purchase a second additional day [PAY-F017](#). The cost of each extra personal day shall be equal to the prevailing substitute teacher rate or one day's per diem, whichever is less. This cost is levied whether or not a substitute is used.

Personal leave does not accumulate from year to year. Unused days will convert to sick leave at the end of the fiscal year. If during the fiscal year an employee has earned all three days and 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.\*

Ordinarily, personal leave may not be used on staff development in-service days. Request for use of personal leave on staff development in-service days for "once in a lifetime event" such as; weddings, graduation, etc. may be requested to Chief Human Resources Officer for approval using [HUM-F086](#). Certified employees may use a personal leave day on the last day of their calendar, if they have submitted their retirement or resignation. This request should be submitted to supervisor at least 30 days in advance of event. Principals will deny requests for personal leave in which more than ten percent (10%) of their certified faculty request personal leave for the same day. Principals may deny personal leave for certified and classified employees 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 the appropriate request. 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 Chief of Human Resources Officer. 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. Department Supervisors may deny classified leave requests in which more than 10 percent (10%) of the department employees have requested personal leave for the same day. Personal leave taken without prior approval could result in loss of pay, or other employment actions, for time missed.

Associated Documents: [HUM-M001](#) Employee Handbook  
[HUM-F033](#) Disposition of Unused Personal Leave Form  
[PAY-F017](#) Purchase Personal Leave Form  
[HUM-F086](#) Personal Leave Request for Staff Development Day

Implementing Procedures: None

**Revision History:**

**Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to T.C.A. § 49-5-608.**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/28/05		Initial release
2/08/10	A	Replace “permanent” full-time with “regular” in first sentence, add “at end of fiscal year” unused days will convert to sick leave in second paragraph, replace “a personal leave form” to “the appropriate request” in last paragraph, add loss of pay <u>or</u> “other employment actions” to last paragraph, delete personal leave form from Associated Documents section and add HUM-F033, update logo.
7/01/11	B	Deleted “on days preceding or following a holiday, vacation period, or day scheduled out of an employee’s calendar” from first sentence of third paragraph. Deleted “recommend disapproval to the Director of Human Resources”, added “will deny”, and changed “staff” to “certified faculty” in second sentence of third paragraph. Deleted Memorandum of Agreement from Associated Documents.
8/22/11	C	Added second paragraph
7/24/13	D	Add Note statement to Revision History
7/1/15	E	Clarified request instructions in paragraph 4, added “once in a lifetime event”. Added HUM-F086 to Associated Documents
7/1/16	F	Changed years of service in paragraph 2. Added “in-service” behind staff development in paragraph 4.
7/1/18	G	Para. 4, added certified employees may use personal day on the last day of their calendar, if they have submitted their retirement or resignation.
5/15/19		Updated hyperlinks. Not a revision.
5/11/20	H	Added last paragraph regarding COVID-19 provisions.
8/16/21	I	Removed COVID-19 provisions.
7/1/22	J	Removed seniority date as the timeline used to determine eligibility. Added a provision that the total amount of time employed with CMCSS would be used to determine eligibility if there is a break in service. Added a provision that the employee can purchase additional leave.
7/1/23	K	Added hours adjusted sentence.

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