



Department: Human Resources
Policy Number: HUM-A079
Effective Date: 5/9/16

ADMINISTRATIVE POLICY

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

PROFESSIONAL LEAVE TO SERVE

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to provide employees appropriate professional leave to serve on non-elected boards and commissions, professional groups/panels, as a fellow/intern (provided the fellowship/internship opportunity does not conflict with Leave for Advanced Educational Study Policy, [HUM-A017](#)), and other district approved activities that meet during daytime hours and to which a teacher has been appointed by a mayor, city council, county mayor, or county commission.

The days will be taken by the employee with the approval of their supervisor and the district may require verification of attendance at such meetings.

The employee shall be granted leave to serve on any board or commission of the state, the appointment to which is by the governor or the general assembly, without deduction in pay or any other benefits.

Implementing Procedures: None

Associated Documents: T.C.A. §49-5-205
Professional Leave to Serve Request Form (HUM-F113)
Professional Leave Form (PAY-F007)
Leave for Advanced Educational Study ([HUM-A017](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/9/16		Initial Release
12/3/18	A	Added "non-elected" before "boards and commissions..." in first sentence.
3/18/19	B	Added HUM-F113 to associated documents.

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