



Department: Human Resources
Policy Number: HUM-A088
Effective Date: 11/26/18

ADMINISTRATIVE POLICY

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

LEGISLATIVE LEAVE FOR ELECTED OFFICIALS

Full-time permanent employees who have been elected to state or local law-making bodies will be provided two (2) days per month while on calendar for the time those law-making bodies are in official session or while attending official meetings outside the session. The employee’s daily rate of pay for the two designated legislative leave days will be off set based on the amount the employee receives as a monthly legislative salary, or amount received for attendance at local meetings. Two (2) full days will be granted for the time those law-making bodies are in session: one day will be allowed for committee meetings and one day for full commission sessions, meetings and sessions that are scheduled during the employee’s regular scheduled working hours. Days not used in a given month cannot be carried over to the following month. The employee shall notify payroll of the pay rates via PAY-F026 upon election to office and annually thereafter. The employee shall notify the supervisor/principal at least five (5) days prior to leave being taken and complete HUM-F110. That form will then be forwarded to payroll. Employees have the option of requesting the use of appropriate leave (vacation or personal) for days beyond what is permitted per this policy. If leave time is not available, time would then be classified as leave without pay.

Associated Documents: T.C.A. §49-5-702
T.C.A. §49-5-713
T.C.A. §49-5-205
[PAY-F026](#) Legislative Leave Payroll Form
[HUM-F110](#) Legislative Leave Request

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/26/18		Initial Release
1/14/19	A	Para. 1, second sentence, replaced “of legislative per diem designated...”, with “a monthly legislative salary”.

*** End of Policy ***