



## In-service Participation Options While on Leave of Absence or FMLA (PRD-G005)

**1.0 Guidance:** This information was developed to inform teachers of their options for completing in-service while on sick leave, leave of absence, or Family and Medical Leave Act (FMLA).

### 2.0 References:

**2.1 CMCSS Website:** See the CMCSS Website for related documents to especially include PRD-P001, In-service Requirements Procedure as a general reference.

**2.2 Payroll Confirmation:** (Recommended action.) To determine one's exact in-service requirements, teachers should consult the Payroll Department contact for their school prior to going on leave. Locate payroll personnel as follows on the CMCSS website: Helpful Links > [Employee Portal](#) > Business Affairs > Payroll Contacts.

**NOTE:** This could change if the teacher extends leave by being granted days from the sick leave bank.

### 3.0 Basic In-service Requirements for All Teachers:

All teachers in the State of Tennessee are required to complete a minimum of five days (30 hours) of in-service education as part of their 200-day calendar. The number may be fewer depending on the number of contract days worked due to a late start, a percentage contract, or leave without pay. (**See PRD-P001, In-service Requirements Procedure 5.2 Individual Differences and 13.3 Use of Leave Days**) In-service requirements are based on the number of actual paid days (see below).

#### 3.1 Formula for Calculating In-service Requirements:

\* "Days Worked" is synonymous with "Days Paid," as they are added together for the purpose of calculating in-service requirements.

*Days Worked	In-service Days/Hours Required
181 – 200 days	5 days/30 hours
151 - 180 days	3 days/18 hours
121 - 150 days	2.5 days/15 hours
91 - 120 days	2 days/12 hours
61 - 90 days	1.5 days/9 hours
31 - 60 days	1 day/6 hours
0 – 30 days	0.5 day/3 hours

Of the five days (30 hours) required by the State, twelve (12) hours of non-elective in-service are built into the CMCSS Teacher's Calendar and appear on the CMCSS Teacher's Calendar as "Scheduled In-service Planning Days". If a teacher is on leave during those days he/she is not required to otherwise complete them. The remaining eighteen (18) are typically annotated on the CMCSS Teacher's Calendar during the week of Spring Break. This time is made up outside the contract calendar (summer, weekends or before/after the contracted school day). (**See PRD-P001, In-service Requirements Procedure 5.0**)

**4.0 General Guide:** Teachers are not prohibited from participating in in-service activities to fulfill their requirements while on sick leave or FMLA but must follow the guidelines below:

**4.1 Paid Leave of Absence:** If a teacher is on paid leave during the school year the paid days are added to the days worked and are part of the formula for calculating requirements as above. Teachers may participate in in-service activities during paid leave (**only outside the contract calendar, which includes summer, weekends or before/after the contracted school day. See PRD-P001, In-service Requirements Procedure 5.0**).

**4.2 Unpaid Leave of Absence:** A teacher on unpaid leave who wants to fulfill in-service requirements may participate in in-service **at any time of the day** because he/she is not being compensated otherwise. If



the training is during the school year and is on a Staff Development Day or early release day (for other participants), the activity should be submitted on **Form PRD-P005 – Custom Professional Learning Activity Approval Form**.

**4.3 Participation at Teacher Discretion:** While on FMLA or sick leave, participation is at the discretion of the participant who must consider their overall ability to be involved in the training activity. Teachers may, of course, also participate in on-line activities.

**4.4 District-Wide \$100.00 Stipend Day:** A teacher on FMLA may participate in the \$100.00 District Wide Stipend Preparation Day assuming he/she is medically able to participate. This day has no impact on in-service requirements since it takes place on an “Out-of-Calendar” day.

**5.0 Year Long Leave Paid of Absence:** Though this is a rare occurrence, on a year-long paid leave, the three days of in-service (normally built into the regular calendar) are not added into that teacher’s pay. Participation is optional, so teachers may choose whether or not to complete the three days so they will not be held accountable for completion of these 18 hours. They may participate in in-service activities during paid leave **only outside the contract calendar (summer, weekends, or before/after what would be the contracted school day)**. (See PRD-P001, In-service Requirements Procedure 5.0)

**6.0 Failure to Complete In-service:** Failing to complete in-service requirements will result in disciplinary consequences.

## **7.0 ASSOCIATED DOCUMENTS:**

**7.1** In-service Requirements Procedure ([PRD-P001](#))