



Sevier County School System

Dr. Jack A. Parton, Director of Schools

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MEMORANDUM

TO: All Principals and Teachers
FROM: Dr. Debra Ann Cline, Director of Curriculum and Instruction
DATE: June 14, 2009
RE: Professional Leave

This memorandum is being forwarded to clarify that each teacher is eligible for two professional leave days per year. The professional activity must concern an area of the teacher's instructional assignment. Upon completion of the appropriate approval process as noted below, the system will pay for a substitute teacher for those two days.

1. Each teacher who is requesting a professional leave day must process the attached form entitled "Request for Professional Leave." Please ensure that the request is legible! If a request form is faxed to me, no other copy is to be sent. All forms must be reviewed and signed by the building level principal before submission to the Director of Curriculum and Instruction.
2. The leave day ***must be approved in advance*** by the Director of Curriculum and Instruction. A copy of the form necessary for payment of the substitute will be sent **only after the leave request has been approved**.
3. Please remember that professional leave activities during the regular workday cannot be used for flexible inservice credit.
4. The Professional Leave Substitute Form is to be used exclusively for the days of system-approved professional leave. Please use the form entitled "Leave Not-To-Be-Deducted" for any professional growth activities for which your school is paying a substitute.
5. When a request is denied, reason(s) will be written on the original request form and returned to the teacher. ***The following activities are NOT ACCEPTABLE and will not be approved:***
 - a. Athletic events.
 - b. Working in the classroom or office on routine assignments/responsibilities.
 - c. Routine lesson planning.
 - d. Family trips, vacations, touring, and personal traveling.
 - e. Faculty meetings.
 - f. Routine paperwork, grading of papers, etc.
 - g. Parent conferences.
 - h. M-Teams and S-Teams.
 - i. Administrative activities.
 - j. Home viewing of videos or professional reading.
 - k. Business meetings for a professional organization.
6. The last day for which professional leave will be approved is May 14, 2010. Many of you have used the professional leave process in previous years. I've been pleased to see the variety and quality of activities you have been involved in. Professional growth is important to all of us. As always, call me if you have questions or concerns about this topic or if I can be of assistance to you in any way.

DAC:fbj

REQUEST FOR PROFESSIONAL LEAVE

This form must be processed in advance of the leave.

The last day for which professional leave will be approved is May 14, 2010.

I am requesting to be absent from my teaching assignment as follows:

1. Description of Activity:

2. Location of Activity:

3. Date of and Times of Activity:

4. Please explain how you will incorporate the information learned from the activity into your teaching assignment.

5. A printed agenda or description of the activity from the sponsoring organization must be attached to this request form.

Date/Signature of Person Requesting Leave

Print Name Here _____

ACTION OF BUILDING PRINCIPAL

I have reviewed this request for professional leave.

- () I approve this request.
- () I do not approve this request.

Date

Signature of Building Principal

ACTION OF CENTRAL OFFICE

- () Approved
- () Not Approved

Date Communicated: _____

Director of Curriculum and Instruction