

BP230

### PERSONAL, PROFESSIONAL, AND BEREAVEMENT LEAVE

Personal and professional leave will be granted in accordance with the laws of the State of Tennessee and the negotiated contract for certified personnel.

All full-time employees will earn personal leave at the rate of one day for each half-year employed for a total of two (2) days per year. Either or both of these two days remaining unused at the end of a year will be credited to sick leave. In addition, employees will earn an additional personal leave per year for each ten (10) years of employment with the Sevier County Board of Education. This employment must be with the Sevier County Board. This additional leave will not accumulate and must be used yearly or will be lost by the employee.

No more than ten (10) per cent of the teachers in any school may use personal leave on the same day without prior approval by the school principal. Teachers may not use personal leave during the last two weeks of school unless prior approval is received from the superintendent or his/her designee. Teachers may not use personal leave to extend a holiday period such as the Christmas break, etc. without prior approval from the superintendent.

Up to three (3) days of bereavement leave will be granted on the occasion of the death of an employee's spouse, child, grandparent, grandchild, parent, sister, brother, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.