

Shelby County Board of Education

LEGISLATIVE LEAVE

4049

Issued Date: 08/26/10

Revised: 05/28/13

Effective: 07/01/13

I. PURPOSE

To allow employees time off to campaign for an elective public office and/or to hold an elective or appointive public office.

II. SCOPE

This policy applies to all full time permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU). This policy is not covered under Family Medical Leave Act (FMLA); therefore, the employee's position is not job protected.

III. POLICY STATEMENT

All employees who have been elected to state or local law-making bodies shall be granted personal leave or leave without pay for the time those law-making bodies are in official session or while attending official meetings outside the session. In addition, employees shall be granted legislative leave to serve on any board or commission of the state when appointment is made by the Governor or General Assembly. Employees shall not forfeit fringe benefits while on leave.

IV. RESPONSIBILITY

A. The employee is responsible for reporting absences to his/her supervisor.

B. Senior management is responsible for ensuring the employee's absences are properly coded for pay purposes.

E. Any questions concerning this policy should be directed to the office responsible for human resources.

F. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

1. T.C.A. 49-5-205
2. T.C.A. 49-5-702
3. T.C.A. 49-5-704
4. 49-5-713
5. 49-5-703

Cross References: