

Section G: Human Resources	Knox County Board of Education Policy		
	Military Leave	Descriptor Term:	Descriptor Code:
			G-465
		Issued:	6/00
	Reviewed:	3/17	
		Revised:	5/08

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Employees who are members of any reserve component of the Armed Forces of the United States shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state or the United States.¹ Reservists who anticipate military duty during the school year must give written notice to the Director of Schools, within thirty (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing such duty or training, the employee shall be paid his regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty.² An employee called to active duty by the Governor to enforce the laws of the state shall be paid his regular salary for such time as he is engaged in the performance of his duty, and any time spent in active state duty shall not count against the fifteen-day period of leave allowed for military service.³

Request for leaves and extension of leaves shall conform to state law and board policy governing all leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for dismissal.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with, requesting leave.

Legal References:

1. U.S.C. 2024(d) and 2021(a)(B).
2. TCA 8-33-109.
3. TCA 58-1-106(d); AGO 91-13.