



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Human Resources	Education Leave	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-463-1	June 1997	September 2003

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1. A full-time certified employee who is returning to school for the purpose of educational improvement must submit to his/her supervisor within thirty (30) days a written request for leave without pay. This is only available to tenured teachers.
2. The request for leave must include a description or course of study from the attending university or college. Leave will be for full time advanced study in an accredited college or university in a field related to one's position in Knox County School System.
3. The supervisor will submit the request on an Unpaid Leave of Absence Form (HR-104) and the course of study to the Human Resources Department.
4. Documentation (transcript) will be required after the completion of the program.
5. Upon return, the teacher shall verify that he/she was classified as a full-time student while on leave.
6. Education Leave will be granted on a full-time basis only.