



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

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Effective Date: 07/01/2019

Approved by: Chief Justice  Jeff Bivins and Director Deborah Taylor Tate

Subject: Leave Policy for Executive Directors of Court Boards and Commissions

I. Authority:

Tenn. Code Ann. §§ 16-3-503 – 504, 16-3-803; Tenn. Sup. Ct. R. 7 § 12.07; Tenn. Sup. Ct. R. 9 § 2; Tenn. Sup. Ct. R. 21 § 1.09; Tenn. Sup. Ct. R. 33 § 33.03(A).

II. Definitions:

- A. "Court Boards and Commissions" includes the Board of Law Examiners (BLE), Board of Professional Conduct (BPR), Commission on Continuing Legal Education and Specialization (CLE), and Tennessee Lawyer Assistance Program (TLAP).
- B. "Executive Director" is the person who is appointed by the Supreme Court and works in a in a full-time status as the head of one of the Court Boards and Commissions and includes BPR's "Chief Disciplinary Counsel" as defined in Tenn. Sup. Ct. R. 9 § 2.

III. Application:

This Policy shall be applied consistently among the Executive Directors of the Court Boards and Commissions. This policy does not apply to the office staff employed by the Court Boards and Commissions in a full or part-time basis that are supervised by the Executive Directors.

IV. Policy:

Upon the effective date of this Policy, the Executive Directors will no longer accrue annual or sick leave or be eligible to participate in the state's sick leave bank. Sick leave balances existing as of June 30, 2019, will be recorded and retained in the Executive Director's personnel file for service credit on the date of employment separation. Any existing annual leave as of June 30, 2019 will be paid out of available funds within the Board or Commission's respective budget on the date of employment separation or may be used to run out annual leave upon retirement. If an Executive Director elects to receive payment for their

recorded annual leave balance at the time of retirement, the amount of the payment is based upon the Executive Director's salary on June 30, 2019.

Executive Directors shall coordinate short-term leave needs, e.g., illnesses, doctor appointments, vacations, etc., with their justice liaison. If an Executive Director requests or requires extended leave time of more than ten consecutive business days for any reason, he or she shall inform their justice liaison and the Administrative Office of the Courts ("AOC") Human Resources ("HR") Manager in writing. If the extended leave is due to a medical or health necessity, a note from the treatment provider indicating the necessity shall accompany the request for extended leave. The justice liaison and/or AOC HR Manager may request to receive periodic progress reports during the period of extended leave.