



**POLICY 06:07:16  
FAMILY, MEDICAL,  
AND SERVICEMEMBER LEAVE**

Refer to Tennessee Board of Regents Policy No. 05:01:01:14 Family, Medical, and Servicemember Leave

Pellissippi State will provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, or for a qualifying exigency, or, up to 26 workweeks of leave for military caregiver leave during a 12-month period.

A Pellissippi State employee who is absent from work or will be absent from work for more than three consecutive days due to a qualifying event must contact the manager of Employee Benefits. The manager will provide the employee with appropriate forms, along with a copy of his/her essential job functions, if applicable. For further information, contact the manager of Employee Benefits, Goins Building, Room 262.

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Approved: President Allen G. Edwards, July 14, 2003  
Reviewed/Recommended: President's Staff, May 19, 2008  
Approved: President Allen G. Edwards, May 19, 2008  
Editorial Changes, April 30, 2009  
Reviewed/Recommended: President's Council, September 30, 2013  
Approved: President L. Anthony Wise, Jr. September 30, 2013  
Reviewed/Recommended, no changes, President's Council, March 4, 2019  
Approved: President L. Anthony Wise Jr., March 4, 2019