

I. General Administration

A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay as provided by law, regulations of the State Board and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

This policy applies to all types of leave provided by the School Board.

The Superintendent shall develop procedures to implement leave provisions.

II. Request for Leave

Any absence of an employee from duty shall be covered by leave duly documented, authorized and granted.

III. Leave Application

An application for leave shall be made on the form prescribed by the School Board and shall be submitted to the employee's immediate supervisor. The principal or supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent for approval, and, when required, the Superintendent shall submit the leave application to the School Board for consideration. The form shall require that the reason for leave shall be stated. Abuse of leave provisions, including falsifying the leave application, is a serious offense and is subject to discipline, up to and including termination.

IV. Duration of Leave

Approved leave of absence terminates at the specified end date of the approved leave and, in no circumstance, shall extend beyond the end of the school year for which such leave is granted, unless extension beyond that date is required by the Family and Medical Leave Act. A new leave application may be filed and considered at the expiration of leave, but automatic renewals of leave shall not be allowed.

V. Granting of Leave

With the exception of Military and Family and Medical Leave, leave is granted at the discretion of the School Board. Leave shall be granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one (1) year. The School Board shall satisfy itself in terms of the need for a requested leave and the Superintendent or designee may ask the employee for additional information to justify the need for requested leave. Each extended leave request shall be considered on its own merit by the School Board.

In an extreme emergency, the principal may authorize the absence of an employee without pay for a period not to exceed two (2) days; provided; such authorized absence is immediately reported to the Superintendent.

A leave of absence shall not be granted to any employee to pursue other employment, unless there are extenuating circumstances acceptable to and specifically approved by the School Board. Accepting outside employment while on leave of absence may subject the employee to termination.

VI. Types of Leave

All requests shall be submitted on the proper form and shall be approved either by the School Board or the Superintendent as provided herein:

A. The following types of leave require approval of the School Board:

1. Extended Health Leave or Disability Leave beyond leave afforded by the Family and Medical Leave Act (see School Board Policy 6.542)
2. Military Leave (see School Board Policy 6.545)
3. Unpaid Personal Leave (see School Board Policy 6.546)
4. Professional Leave (see School Board Policy 6.547)
5. Family and Medical Leave (see School Board Policy 6.542)

B. The Superintendent is authorized to grant the following types of leave:

1. Paid Personal Leave (see School Board Policy 6.546)
2. Sick Leave (see School Board Policy 6.549)

3. Illness-or-Injury-in-Line-of-Duty-Leave
4. Annual/Vacation Leave (see School Board Policy 6.541)
5. Jury/Witness Duty (see School Board Policy 6.544)
6. Temporary Duty (see School Board Policy 6.55)
7. Bereavement Leave (see School Board Policy 6.548)

VII. Health Insurance Premiums during Unpaid Leave
Except as noted under Family and Medical Leave (School Board Policy 6.542), the premium for one (1) month may be paid under School Board Policy 6.92 when employee enters unpaid leave status. Employees shall be provided an opportunity to continue total health insurance after the one month contribution, for a period not to exceed twelve (12) months.

VIII. Return to Work from Unpaid Leave
For unpaid leave granted for a period of more than thirty (30) days, return to employment is contingent upon the existence of a vacant position for which the employee is qualified, unless otherwise required by law. There is no guarantee that the employee will return to his or her former position. An employee must notify the Superintendent and administrative supervisor of intent to return to work, in writing at least five (5) business days before the expiration of leave, and for leave extending through the school year or remaining part thereof, no later than March 1st of the current school year. Failure to notify the Superintendent and administrative supervisor of intent to return will result in termination of employment.

STATUTORY AUTHORITY: [1001.41](#), [1012.22](#), [1012.23](#), [F.S.](#)

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STATE BOARD OF EDUCATION RULE(S): [6A-1.079](#), [6A-1.080](#), [6A-1.081](#), [6A-1.082](#)

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