

PERSONAL LEAVE

6.546*

- I. Personal Leave Chargeable to Sick Leave.
Beginning July 1, 2015, employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, in advance, by the Superintendent or his/her designee.

- II. Unpaid Personal Leave
Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:
 - A. Domestic or Sexual Violence
 1. An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic or sexual violence or if a family or household member has been a victim of domestic or sexual violence.
 2. The leave must be used for one or more of the following purposes:
 - a. To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;
 - b. To obtain medical care and/or mental health counseling for the employee or a family or household member;
 - c. To obtain services from a victim-services organization;
 - d. To make the employee's home secure from the perpetrator or to seek new housing; and/or
 - e. To seek legal assistance related to the violence.

3. All records related to such leave will be considered confidential.
 4. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave provided that the employee accrues annual leave and has an annual leave balance.
- B. Leave for Political Campaigning.
An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The School Board may grant such personal leave without pay for a period not to exceed thirty (30) calendar days prior to the election.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **741.313, 1001.43, 1012.61, 1012.66, F.S.**

HISTORY: **ADOPTED: 6/12/2007**
REVISION DATE(S): 4/14/09; 12/11/14; 7/16/15
FORMERLY: