



Book	Policy Manual
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1430 - LEAVES OF ABSENCE

A leave of absence is permission granted or allowed by the School Board 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 the leave. Administrators shall not be absent from their assigned duties except as authorized by the Superintendent or designated representative.

All leave shall expire no later than June 30th of each school year except as otherwise permitted by law or School Board policy. If leave is requested to extend beyond June 30th, the administrator shall re-apply for leave to begin July 1st of the following school year.

Leave shall be used for the purposes set forth in the leave application. An administrator who uses leave for purposes other than that set forth in the leave application may be subject to discipline, up to and including termination.

Leave may be with or without pay as provided by law, regulations of the State Board, and this policy. For any absence that is without pay, the deduction in compensation for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

A. Paid leaves of absence may include: vacation, sick leave, personal charged to sick, jury/witness duty, illness- or injury-in-line-of-duty, professional, and military.

B. Unpaid leaves of absence may include professional, personal, illness, family and medical, maternity/paternity, parental leave as defined in Policy 1430.04, and/or School Board-approved extended personal.

Approval of Leaves

All requests for leave shall be submitted on the proper form to the administrator's supervisor. Except in cases of emergency, a request for leave should be filed at least ten (10) days before the date on which the proposed leave is to become effective.

Long-term leave without pay may be granted with School Board approval for a period up to one (1) school year.

The approval or denial of requests for leave shall be based on the requirements of efficient operation of the District school system, as well as on consideration of what is fair to the employee.

Except in the case of sick leave or emergency, leave requests shall be approved or denied before the effective date of the leave.

A. The Superintendent is authorized to grant the following types of leave for administrators:

1. sick leave, up to the number of accrued sick days
2. illness- or injury-in-line-of-duty leave, up to ten (10) days
3. military leave, up to seventeen (17) days
4. personal leave, up to six (6) days
5. vacation (annual) leave
6. professional leave, up to ten (10) days
7. jury/witness duty leave, up to fifteen (15) days
8. temporary duty elsewhere

B. The superintendent is authorized to approve Family and Medical Act (FMLA) Leave under Policy 1430.01, FMLA Leave.

C. All other requests for leave require a recommendation by the Superintendent and approval of the School Board.

Effective 7/1/12

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