



Book	Policy Manual
Section	4000 Support Staff
Title	PERSONAL LEAVE
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Adopted	March 21, 2017

4430.04 - PERSONAL LEAVE

Support staff members may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in increments of one-half (1/2) or full days. Support staff members may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the School Board for the following:

A. Maternity/Paternity Leave

Any full-time support staff member will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time support staff member may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the child is born or adopted. When a support staff member requests a leave of absence to extend beyond June 30th, re-application shall be made in accordance with School Board policy.

C. Extended Personal Leave Without Pay

The Superintendent may approve a request for up to twenty (20) days of personal leave without pay. A request for extended personal leave without pay beyond twenty (20) days shall be considered by the School Board. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the School Board. When possible, requests for such leave should be initiated no later than June 1st.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to personal leave. In the event of any irreconcilable conflict between the terms of the collective bargaining agreement and this policy, the terms of the collective bargaining agreement shall control.

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