



Book	Policy Manual
Section	4000 Support Staff
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4430 - **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. Support staff members shall not be absent from their assigned duties except as authorized by the Superintendent.

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 support staff member 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. A support staff member 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, and military.
- B. Unpaid leaves of absence may include personal illness, family and medical, maternity/paternity, parental leave as defined in Policy 4430.04, and/or extended personal.

Approval of Leave

All requests for leave shall be submitted on the proper form to the support staff member'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.

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 support staff leave:

1. sick leave, up to an unlimited number of accrued 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. jury/witness duty leave provided that the witness testimony relates to employment with the Martin County School District, up to fifteen (15) days

B. The Superintendent is authorized to approve Family and Medical Act (FMLA) Leave under Policy 4430.01, FMLA Leave.

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

Support staff members in a collective bargaining unit should refer to the collective bargaining agreements for more information pertaining to leaves of absence. 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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