

## CHAPTER 6.00 – PERSONNEL

### LEAVE APPLICATION

6.501\*

An application for leave shall be in writing and on the form prescribed by the School Board and shall be directed to the School Board. The principal or supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

A District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the administrative supervisor by March 1 of that fiscal year.

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

**LAWS IMPLEMENTED:** 1001.43, 1012.66, F.S.

~~**STATE BOARD OF EDUCATION RULE:** 6A-1.079~~

**HISTORY:** **ADOPTED: 8/21/01**  
**REVISION DATE(S):7/23/09**  
**FORMERLY: 3.113**

#### **NOTES:**

**Please Refer To: Human Resources Procedures Manual**