

CHAPTER 6.00 – PERSONNEL

LEAVE OF ABSENCE

6.50*

Leave of Absence - A leave of absence is permission granted by the School Board or allowed under its adopted rules 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 leave provided such return is during the period of employment.

- I. Leave may be with or without pay.
- II. Any absence of any employee from duty shall be covered by leave duly authorized and granted.
- III. Leave shall be used for the purpose set forth in the leave application. Failure to do so without duly granted amendment may result in immediate cancellation of the leave, disciplinary action and dismissal.
- IV. Leave must be officially granted in advance of taking such leave. Any request that leave be granted retroactively may be denied. Leave for illness or other emergencies may be deemed to have been granted in advance if the employee makes a proper written report and explanation of the absence to his immediate supervisor or principal at the earliest practicable time on the first day that he/she returns to work after such absence.
- V. No leave will be granted for a period in excess of one (1) year. Authority to grant extended leave is vested in the Board.
- VI. For any absence that is without compensation, the deduction for each day's absence shall be determined by dividing the annual salary by the number of paid days for the annual period.
- VII. An employee having leave for the year or for the remaining part thereof shall notify the Superintendent of his/her intent to return in writing no later than March 1 and shall send a copy of such notice to his/her immediate supervisor. Failure to do so may be considered a resignation by the employee.
- VIII. A leave shall be deemed unauthorized if the employee enters similar or related employment during his/her leave without express written permission of the Board to have resigned voluntarily. An employee who is granted leave may not be employed as a substitute in the Sarasota County School System during such leave, without approval of the Board.

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- IX. Any employee granted a leave of absence as provided in this rule shall be given the opportunity, unless restricted by insurance contracts with the Board, to continue insurance in the existing school programs during the leave, provided that the premiums for such insurance programs shall be paid by the employee on a monthly basis in advance of the month due.
- X. An employee granted a leave of absence may receive limited leave of absence credit in his/her respective retirement system to the extent and in the manner provided by statute. It shall be the sole responsibility of the employee to make arrangements to obtain such credit.
- XI. In leaves pursuant to these rules, no experience credit on the salary schedule shall be granted for any year in which the employee does not work one (1) day more than one-half ($\frac{1}{2}$) of the regular contract year.
- XII. Under normal circumstances the deadline for applying for an unpaid leave of absence shall be March 1 of each year.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.61,
1012.63, 1012.64, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE(S): ~~6A-1.079~~, 6A-1.080

HISTORY: ADOPTED: _8/21/01
REVISION DATE(S): 7/23/09
FORMERLY:

NOTES: Please Refer To: Human Resources Procedures Manual and
Negotiated Agreement
Requires Annual Review