

CHAPTER 6.00 – HUMAN RESOURCES

APPROVAL OF LEAVES

6.502*

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board or the Superintendent as provided herein.

- (1) The following types of leave require approval of the School Board:
 - (a) Extended Health Leave or Disability Leave including Maternity Leave
 - (b) Military Leave in excess of seventeen (17) days
 - (c) Personal Leave without pay in excess of seventeen (17) days
 - (d) Illness-or-Injury-in-Line-of-Duty Leave in excess of ten (10) days during any school year
 - (e) Leave to seek political office
 - (f) Professional Leave without pay in excess of six (6) days
 - (g) Family and Medical Leave
- (2) The Superintendent is authorized to grant the following types of leave:
 - (a) Sick Leave
 - (b) Illness-or-Injury-in-Line-of-Duty Leave not to exceed ten (10) days during any School year
 - (c) Personal Leave with pay not in excess of six (6) days
 - (d) Personal Leave without pay not in excess of seventeen (17) days at any one time
 - (e) Annual Leave
 - (f) Professional Leave without pay not to exceed six (6) days
 - (g) Jury Duty assignment
 - (h) Military Leave not to exceed seventeen (17) days within a school year

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- (i) Witness Duty absence
- (j) Temporary Duty elsewhere

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

**1001.43; 1012.22; 1012.61;
1012.63; 1012.64; 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE:

**6A-1.080; 6A-1.081;
6A-1.082**

HISTORY:

ADOPTED:

**REVISION DATE(S): 01/21/04 (EDITORIAL); 01/10/05 (CITATION);
08/15/05 (EDITORIAL); 01/08/07 (CITATION/EDITORIAL);
04/14/08 (CITATION)**

**FORMERLY: 3.124, 3.131, 3.132,
3.133, 3.134, 3.135, 3.136,
3.137, 3.138, 4.139**