

CHAPTER 6.00 - PERSONNEL

6.211*

APPROVAL OF LEAVES

POLICY:

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board or the Superintendent or his designee 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 in excess of four (4) days;
 - (d) Illness-in-line-of-Duty Leave;
 - (e) Leave to seek political office;
 - (f) Professional Leave; and
 - (g) Family and Medical Leave.

- (2) The Superintendent or his designee is authorized to grant the following types of leave:
 - (a) Sick Leave;
 - (b) Personal Leave not in excess of four (4) days;
 - (c) Annual Leave;
 - (d) Jury Duty assignment;
 - (e) Military Leave not to exceed seventeen (17) days;
 - (f) Witness Duty absence; and

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(g) Temporary Duty.

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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; 6A-1.084

History:

Adopted: January 14, 1999
Revision Date(s): October 9, 2001, September 12, 2006 November 21, 2006; August 14, 2007
Formerly: