

## 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.

- I. 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) working days
  - C. Illness or Injury in-Line-of-Duty Leave
  - D. Leave to seek political office
  - E. Professional Leave for ten (10) month instructional personnel in excess of five (5) working days
  - F. Professional leave for twelve (12) month personnel in excess of six (6) working days.
  - G. Family and Medical Leave
- II. The Superintendent is authorized to grant the following types of leave:
  - A. Sick Leave
  - B. Personal Leave not in excess of six (6) working days – see (C) above
  - C. Annual Leave
  - D. Professional Leave for ten (10) month instructional personnel not to exceed five (5) working days
  - E. Professional leave for twelve (12) month personnel not to exceed six (6) working days.
  - F. Jury Duty assignment
  - G. Military Leave not to exceed seventeen (17) working days
  - H. Witness Duty absence

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### I. Temporary Duty

**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-1.080, 6A-1.081, 6A-1.082

**HISTORY:** **ADOPTED:** 07/01/2002  
**REVISION DATE(S):** 03/02/2004; 07/05/05; 08/10/2006; 03/25/2008;  
06/12/2012  
**FORMERLY:** 3.212, 3.22-3.30, 3.32,  
3.57-3.64, 4.071, 4.09, 4.092,  
4.10-4.15, 4.17, 4.18, 6.543