

## CHAPTER 6.00 – HUMAN RESOURCES

### PERSONAL LEAVE

6.546\*

- I. Personal Leave Chargeable to Sick Leave - Instructional employees may be allowed six (6) working days, and educational support employees may be allowed five (5) working days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be noncumulative, and any request for such leave shall be approved in advance by the Superintendent or his or her designee.
- II. Unpaid Personal Leave - Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:
  - A. Family Leave - Any employee of the Board, who fills a regularly established position, will be granted maternity leave without pay, provided a written application for leave is accompanied by a statement verifying the pregnancy is submitted. Such leave shall not exceed the balance of the school fiscal year in which the child is born.
  - B. Parental Leave - Any employee of the Board, who fills a regularly established position, may be granted parental leave without pay for the contract year for the purpose of child-rearing.
    1. An employee who has parented a child may apply for parental leave for a period not to exceed the balance of the school fiscal year in which the child is born.
    2. An employee may apply for a leave of absence in the event of his or her adoption of a child, provided such leave shall not exceed the balance of the school fiscal year in which such adoption shall occur and provided a written application for such leave is submitted to the employee's immediate supervisor within two (2) calendar weeks after approval for adoption by the recognized agency or source.
    3. A leave of absence shall not be granted beyond one year.
  - C. Leave Related to Domestic or Sexual Violence
    1. An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic or sexual violence or

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if a family or household member has been a victim of domestic or sexual violence.

2. The leave must be used for one or more of the following purposes:
    - a. To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;
    - b. To obtain medical care and/or mental health counseling for the employee or a family or household member;
    - c. To obtain services from a victim-services organization;
    - d. To make the employee's home secure from the perpetrator or to seek new housing; and/or
    - e. To seek legal assistance related to the violence.
  3. All records related to such leave will be considered confidential.
  4. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency.
  5. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave provided that the employee accrues annual leave and has an annual leave balance.
- D. Leave for Political Campaigning - An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The School Board may grant such personal leave without pay for a period not to exceed thirty (30) calendar days prior to the election.

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

**LAW(S) IMPLEMENTED:** 741.313, 1001.43, 1012.61, 1012.66, F.S.

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