

## **Policies and Procedures**

### **Leave of Absence**

Any absence of an employee from his/her regularly scheduled duty must be authorized in advance whenever possible. Leave is not automatically granted upon submission of a request. Any employee who is absent without having obtained proper authorization may be terminated for abandonment of position

### **Use of Leave Time**

It is imperative that staff members review and become familiar with the School Board policies governing leaves of absence. Leaves must be officially granted in advance and may not be granted retroactively. **Absence without prior approval from an administrator or supervisor, chronic absences, absences without paid leave, habitual tardiness or abuse of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.** Sick leave and leaves made necessary by sudden emergencies may be granted if the employee makes a prompt report to administration concerning this absence.

### **Sick Leave**

Instructional personnel are entitled to four (4) days of sick leave at the beginning date of employment plus one (1) additional day after each calendar month, until a total of no more than ten (10) days have been granted for the regular school year. Unused sick leave days may be transferred from other educational institutions in Florida at the same rate until all days are recorded. Sick leave days are cumulative from year to year.

All other personnel are entitled to four (4) days sick leave at the end of the first month of employment plus one (1) additional day after each calendar month, not to exceed the number of months worked in the school year. Unused sick leave days may be transferred from other education institutions in Florida at the same rate until all days are recorded. Sick leave days are cumulative from year to year.

Each employee is entitled to use six (6) of these days per year as personal leave days. For further information regarding leaves, please see School Board Policy.

### **Extended Leave**

Employees needing to take a leave for over ten (10) consecutive days must submit a Request for Extended Leave Form. Extended Leaves require the approval of the site administrator and may be granted due to extended illness (requires documentation from a medical doctor), family medical leave, military leave or other reasons. Employees on Extended Leave are not permitted to receive a salary from another employer during the leave.

Click the indicated link to the left to view/download frequently asked questions regarding the Family Medical Leave Act (FMLA).

### **Probation Period**

New employees and current employees with employment unit changes work a probationary period during which they can be terminated without cause. There are five (5) employment units within the

school system: Administrative, Confidential, Instructional, Noninstructional and Professional/Technical/Supervisory. For instructional employees, the probationary period is 1 year. For administrative (that require a Florida Educator's Certificate), the probationary period is 97 work days as per Florida Statute. For all other employees the probationary period is 60 work days.