

PERSONAL LEAVE

THE BOARD MAY GRANT PERSONAL LEAVE WITHOUT PAY TO ANY EMPLOYEE WITH THREE YEARS OF EXPERIENCE FOR JUSTIFIABLE REASONS AND FOR A PERIOD OF TIME AND SUBJECT TO SUCH CONDITIONS AS IT MAY DETERMINE APPROPRIATE. THIS POLICY SHALL BE SUPERSEDED BY A PERSONAL LEAVE POLICY CONTAINED IN COLLECTIVE BARGAINING AGREEMENTS BETWEEN THE PARTIES.

RULES

1. Any employee who has been employed for three (3) or more years may request a Personal Leave for a period not to exceed one (1) year or to the end of the current fiscal year, whichever occurs earlier.
2. An employee on Personal Leave, must notify, in writing, Human Resources as to his/her intentions regarding employment for the following fiscal year. This must be done no later than March 1 of the fiscal year in which he/she is on leave. Failure to do so shall relieve the Board of any responsibility or contractual obligations.
3. Upon return from Personal Leave, an administrator may apply for any existing open administrative positions for which the individual qualifies. If there are no open administrative positions for which the individual can apply, and the person holds a valid Florida teaching certificate, had at some point in time been employed as a teacher with the School Board of Broward County, and had received a Continuing Contract (CC) or Professional Services Contract (PSC) in Broward County, the individual will be placed in a teaching position by the Instructional Staffing Department in accordance with the Collective Bargaining Agreement between the parties.
4. Board action shall not be required for a short period of Personal Leave. A request for Personal Leave Form must be filed with Human Resources.
5. While on personal leave, employees who elect to maintain health insurance are responsible for payment of the appropriate premiums and must contact the Benefits Department to arrange payments.
6. An employee on personal leave may not be employed in any capacity other than as a substitute, a temporary part-time employee in the District, or as an employee at a Charter School.
7. Personnel hired by a District approved Charter School shall be granted a personal leave for a period not to exceed one (1) year or to the end of the current fiscal year, whichever occurs earlier. Such leave shall be renewed each year upon request of said employee, pursuant to Rule # 2 above, as long as the employee is employed by the Charter School.

AUTHORITY: F.S. 230.22 (1) (2)

RULES ADOPTED: 2/27/69

RULES AMENDED: 4/9/70; 9/5/74; 3/2/78; 10/20/98; 8/20/02