

CHAPTER 6.00 – HUMAN RESOURCES

LEAVE APPLICATION

6.501*

An application for leave shall be made utilizing the district designated electronic program/ method prescribed by the School Board, approved by the principal or site supervisor, and shall be directed to the School Board. In the absence of or unavailability of an electronic program/method of applying for leave, an application for leave shall be made in writing and on the form prescribed by the School Board, approved by the principal or site supervisor, and shall be directed to the School Board. The principal, supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

A District employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by April 1 of that fiscal year.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.66, F.S.

HISTORY:

ADOPTED: 07/01/2002

REVISION DATE(S): 04/26/04; 05/21/2009

FORMERLY: 3.21, 3.55, 4.08