

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.17* - Leave Application

POLICY

An application for leave shall be in writing and on the form prescribed by the Board and shall be directed to the Board. The application of an employee shall be submitted to the principal for his/her acknowledgment and shall then be forwarded to the Superintendent for submission to the Board except where authority is granted otherwise for the approval of leave. A 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 the remaining part thereof will expire at the end of the fiscal year for which such leave is granted. A teacher having leave for the year or the remaining part thereof who plans to return to duty the next school year shall notify the Superintendent in writing by April 1 and shall send a copy of such notice to the principal of the school from which the teacher took leave. If the employee fails to notify the Superintendent by April 1 of his/her intent to return to the position, the position will be declared vacant.

Leave shall be used for the purpose or purposes set forth in the leave application. Any employee who violates the terms of his/her leave application without filing and having approved an amendment to his/her leave application to allow the new conditions shall have his/her leave terminated and shall be subject to termination as provided by law.

STATUTORY AUTHORITY: 1001.41(2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.079

HISTORY: Adopted: 06/17/97
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