



Book	Policy Manual
Section	District - Revisions
Title	Copy of PERSONAL LEAVE
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Adopted	June 21, 2022
Last Revised	June 20, 2023

4430.04 - **PERSONAL LEAVE**

Support staff members may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in full day or half-hour increments of .5 hours.

Unpaid Personal Leave – Support staff 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 full-time support staff employee of the board will be granted maternity leave without pay provided a written application for leave accompanied by a statement verifying the pregnancy. Such leave shall not exceed one (1) calendar year in which the child is born.
- B. Parental Leave – Any full-time support staff employee of the Board may be granted parental leave for the calendar year for the purpose of child-rearing.
 - 1. A support staff employee who has parented a child may apply for parental leave for a period not to exceed the balance of the calendar year in which the child is born.
 - 2. A support staff employee may apply for a leave of absence on the event of his/her adoption of a child, provided such leave shall not exceed the balance of the calendar 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. In all instances herein where a leave of absence shall extend beyond one (1) calendar year, re-application shall be made in accordance with the rules of the board.

- C. Leave for political campaigning – A support staff 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.
- D. Each extended leave-without-pay request shall be considered on its own merit by the School Board on an annual basis or as specified in the collective bargaining agreement. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for leave without pay to take another position for salary shall be denied, however, employees on personal leave may be employed as a substitute for the Jackson County School District.

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