



Book Policy Manual  
Section District - Revisions  
Title Copy of PERSONAL LEAVE  
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Legal [F.S. 1012.23](#)  
[F.S. 1012.61\(2\)\(a\)2](#)  
[F.S. 1012.66](#)  
[F.A.C. 6A-1.080, Maximum Extent of Leave](#)  
Adopted June 21, 2022

#### 1430.04 - **PERSONAL LEAVE**

Administrators may use up to six (6) days of leave with pay for personal reasons each year. This personal leave is to be charged against accrued sick/rated 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.

Administrators may also request personal leave without pay.

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