

ARTICLE V – LEAVES

SECTION D - Unpaid Leaves: Specific Provisions (cont'd)

five (5) requested days of short term leave, whether covered by one (1) or more than one (1) request, will be approved. Requests for short term leave thereafter, regardless of length, will be granted or denied by the District in its discretion. Applications for more than five (5) working days will require that a reason be given and shall be subject to approval by the Superintendent. Employees shall not be gainfully employed during normal working hours while on such leave.

2. Long Term Leave of Absence - A long term leave of absence is permission granted by the Board, at the District's discretion, for an employee to be absent from his/her duties for specified periods of time with the right of returning to duty on expiration of the leave. Leave shall be officially granted in advance by the District and shall be used for the purpose set forth in the leave application. Such long-term unpaid leave, when granted, will be for the remainder of the school year, unless otherwise approved with the initial leave request. In addition, up to one (1) additional year of leave shall be granted upon receipt of a written request from the employee, unless the employee has not been reappointed in keeping with other provisions of the Agreement for the next school year. Such extension of long-term leave shall be timed such that the employee returns at the beginning of a new grading period. Once an employee has exhausted the leave privileges under this subsection (Long-term Leaves), the employee shall be required to return to duty for a full year before being eligible for another long-term unpaid leave.
3. Sick Leave without Pay for Personal Illness or Illness/Death of a Family Member - Employees who have used all accumulated sick leave, but who otherwise qualify for sick leave, shall be entitled to sick leave without pay. When applicable, leave under this subsection (Sick Leave without Pay for Personal Illness or Illness/Death of a Family Member) may be deemed to be granted in advance, if prompt report is made to the proper authority. The employees will fully cooperate with the District and, when appropriate, shall authorize the verification of an illness by their physician(s).

An employee who has disability (income protection) insurance through the District shall not be required to exhaust his/her sick leave to be granted leave under this subsection (Sick Leave without Pay for Personal Illness or Illness/Death of a Family Member). In keeping with the District's disability insurance carrier, an employee who has such insurance through the District may not receive both sick leave pay and disability benefits at the same time.

4. Child Care Leave - An employee may request and shall be entitled to a leave of absence without pay for child care reasons. This will include an employee's natural children, foster children, adopted children or children who are otherwise in the legal custody of the employee, for a period not to exceed eighteen (18) months. For each dependent child, the employee is limited to one (1) leave and such leave cannot be interrupted.

5. Political Leave

- a. Any employee who has filed to run for political office and is desirous of unpaid leave for political reasons shall make application for such leave and shall be entitled to it. The employee shall not be restricted to one (1) leave during a political campaign; however,

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if possible, leave shall be requested for the duration of the campaign. Leave shall be taken for all absences for political campaigning.

- b. Employees shall be entitled to unpaid leave(s) of absence to hold political office. The period of leave shall be negotiated individually with the goal of providing the best situation for the employee affected.

6. Military Leave

- a. Regular Military Service - Any employee who is required or voluntarily enlists to serve in the United States Armed Forces or the Florida National Guard shall be granted military leave without pay. Upon returning to the school system following his/her completion of required service, he/she shall receive full benefits of salary steps which would have accrued to him/her had he/she not been absent. In time of state or national emergency, call to duty may come about through enlistment or by being drafted by the government, but in time of peace, regular military duty shall not be initiated by the employee.

An exception to this provision would be when an individual is notified to report for induction and, as a matter of choice, then enlists in a branch of the service other than that for which he was drafted. Application for reemployment shall be filed with the School Board within six (6) months following the date of discharge of release from active military duty, and the Board shall have a reasonable time not to exceed six (6) months, to reassign the employee to the same or similar position in the school system. Military leave cannot be counted as a year of service toward continuing contract status.

7. Professional Leave - Uncompensated professional leave shall be granted to any employee to engage in activities which will enhance his/her professional qualifications and will contribute to the teaching profession. Such leave shall be granted to any applying employee with one (1) year satisfactory service to the District. The employee must notify in writing the Chief Personnel Officer on or before May 1 that he/she will be taking Professional Leave for the ensuing year. Professional Leave shall be for a full school year. Exception to this rule may be granted by the administration.

8. Family Medical Leave (FML) – Uncompensated, with continued Board paid health insurance, family medical leave (FML) shall be granted to any eligible employee in keeping with the provisions set forth in Appendix H. An employee may not engage in employment during his/her normal duty hours while on FML.

9. Career Change Leave - Any employee who wishes to undertake employment and/or training in a new career may take a career change leave in keeping with the following provisions:

- a. Such leave shall be without pay and without experiential credit for future salary schedule placement.
- b. The employee must have been employed by the District at least five (5) years prior to