

- i. Personal leave may be used to extend a leave of absence due to sickness when that sickness has extended beyond all compensable leave for the duration of up to one (1) calendar year when supported by doctor's statements verifying the necessity of the extended leave.
- ii. An employee requesting return to duty who has served efficiently and exhibited those qualities called for in the position held prior to such leave will be given every consideration for reemployment provided the conditions of employment have been met and the request is supported by a doctor's statement certifying that his physical condition is satisfactory to return to normal duties.

**f. Maternity/Recovery and Child Care.**-- As set forth in greater detail in School Board Policy 3.76, an employee who is pregnant, adopting a child, or is receiving a foster child into the home, may request and be entitled to a leave of absence without pay for maternity or child care reasons to begin anytime during pregnancy (normally after recovery) or, in the case of adoption or foster child care, the receipt of custody. Leave may be granted for the remainder of the employee's term of appointment and may be extended for one (1) additional year provided that the total time away from the job is not more than eighteen (18) months. It is the responsibility of the employee to keep the supervisor informed so that appropriate administrative arrangements can be made prior to return to duty.

**g. Domestic Violence**

- i. Pursuant to Fla. Stat. § 741.313, if the employee, or a family or household member of an employee, is the victim of domestic violence, said employee may request and take up to three (3) working days of unpaid leave from work in any 12-month period for the following reasons:
  - A. to seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
  - B. to obtain medical care or mental health counseling, or both, for the employee, or a family or household member, to address physical or psychological injuries resulting from the act of domestic violence;
  - C. to obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
  - D. to make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; and/or
  - E. to seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.
- ii. Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide to his or her employer notice, as appropriate, along with sufficient documentation of the act of domestic violence.
- iii. An employee seeking leave under this section must, before receiving the leave, exhaust all annual or vacation leave, personal leave, and sick leave, if applicable, which is available to the employee.
- iv. All information relating to the employee's leave under this section is confidential and exempt from disclosure to the extent authorized by Florida law.