

- ii. For service of 31 days or more but less than 181 days, within 14 days after completion of service.
    - iii. For service of 181 days or more, not later than 90 days after completion of military service.
  - I. During a non-instructional employee's absence on military leave, the position may not be filled by an interim employee during the first 90 days.
  - m. **Professional Leave.**-- Professional leave, as defined in SBER 6A-1.081, is leave granted to an employee to engage in activities which will result in professional benefit, advancements or job effectiveness including earning of college credits and degrees, or that will contribute to the profession of teaching. Subject to budgetary constraints, an employee may be granted three (3) consecutive weeks of professional leave during any fiscal year with compensation; such leave shall be cumulative not to exceed thirty (30) work days or not to exceed six (6) weeks. A professional leave request is made on form PBSB 0032 (TDE) that is located on the District's Web site at: [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp), and this form is incorporated herein by reference as part of this Policy.
- 3. **Unpaid Leaves.** -- Initial requests and extension requests for leave of absence without pay for more than ten (10) days shall be made on forms PBSB 1666 and 1650 (if applicable),. Form PBSB 0032 should be used for unpaid absences of less than ten (10) days. Forms PBSB 1666 and 1650 can be found on the District's website at [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp), and the forms are incorporated herein by reference as part of this Policy.
  - a. **Charter School Leave**
    - i. Only the following employee groups may apply for unpaid charter school leave:
      - A. Instructional Personnel; or
      - B. Personnel seeking employment at a conversion charter school (subject to the provisions of charter contract language).
    - ii. All other personnel accepting full-time employment at a charter school must resign their position with the Palm Beach County School District.
  - b. **Extended Professional.**-- Extended professional leave is leave without pay extending for more than thirty (30) consecutive duty days primarily for the employee's benefit and that of the teaching profession. Extended professional leave, upon approval of the Superintendent, may be granted to any employee who has served satisfactorily and successfully in the District; provided that such leave shall not exceed a period of one (1) year.
  - c. **Voluntary Military Service Leave/Extended Service.**-- When an employee enters into active duty in the armed forces for temporary duty, training duty, or extended periods of service, military leave must be granted under the requirements of 38 U.S.C. Chapter 43.
  - d. **Leave for Political Campaigning.**-- Any person who has filed to run for political office and is desirous of personal leave for political reasons shall make application for such leave and shall be entitled to personal leave. The person shall not be restricted to one leave during a political campaign; however, if possible, leave shall be requested for the duration of the campaign. Leave shall be taken for all absences for political campaigning.
  - e. **Personal Leave.**-- An employee requesting short-term or long-term personal leave shall make written application to the supervisor, stating reasons for such leave. Requests for extensions may be approved by the Superintendent or his/her designee on a year by year basis. The District shall satisfy itself in terms of the need for a requested leave.

