



**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**  
**LEAVE OF ABSENCE APPLICATION**

**TO THE EMPLOYEE:**

Rules specific to the type of leave for which you are applying are found in School Board Rules, Chapter 6.00 and in the Master Teacher Contract, depending upon your classification. The following are general rules as they apply to all leave requests. Contact your payroll secretary or the Human Resources Department for assistance.

If you are **INSTRUCTIONAL**, the following Master Teacher Contract articles apply to you:

**Master Teacher Contract 10.01 LEAVES OF ABSENCE**

A leave of absence is permission granted by the Board for an employee to be absent from duty for a specified period of time with the right to return to employment on the expiration of leave. Any absence of a member of the bargaining unit from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that leave be granted retroactively shall be denied except in the case of leave for sickness or other emergencies, in which case leave shall be deemed to be granted in advance provided prompt report is made to the proper authority.

**Master Teacher Contract 10.09-8:**

No leave shall be granted beyond one (1) year. Automatic renewal of a personal leave without pay is not granted. It shall be the responsibility of the teacher on leave to request renewal by May 1. Personal leave without pay shall not exceed 24 months except that, upon written request, the Superintendent may recommend that this provision be waived. Teachers shall be notified, in writing of the above stipulation upon notification of leave approval.

**School Board Rule 6.546**

II. Unpaid Extended Personal Leave - Extended leave shall be defined as leave without pay for more than ten (10) consecutive days. Employees shall make written application for such leave without compensation. Professional support staff shall be eligible for extended leave without pay after three (3) or more years of continuous service. The three (3) year requirement may be waived in extenuating circumstances as recommended by the Superintendent and approved by the Board. Extended leave, when granted, shall not exceed one (1) year, except that military leave shall be granted for a longer period as necessary for the completion of active duty. Maternity leave is exempt for then three (3) year provision. 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. Leave to serve in the armed services.
- B. Leave for academic study.
- C. Leave for serving in the Peace Corps.
- D. Leave for child rearing (for natural or adoptive child).
- E. Leave for childbearing or adoption.
- F. Leave to run for or serve in an elected office.
- G. Leave to participate in exchange programs in other states or countries.
- H. Each extended leave-without-pay request shall be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board.

**RETURNING FROM LEAVE**

Employees shall be required to show a doctor's release to return to work after maternity leave, long-term medical leave or worker's compensation.

If application is for **MILITARY LEAVE**, the following general rules apply to you:

**School Board Rule 6.545 Military Leave**

Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard. An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he /she left in the District. Compensation allowed during military leave shall not exceed seventeen (17) working days as provided in Section 115.07, Florida Statutes.