

# RULE

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|------------------|------------------------------|------------------------------|
| <b>Subject</b>   | <b>Leave of Absence</b>      | <b>Number:</b><br>6HX14-2.30 |
| <b>Authority</b> | F.S. 240.319(4)(I)1, 240.343 | <b>Date:</b> 6/23/10         |
| <b>History</b>   | 01/18/84, 11/17/98, 6/24/09  |                              |
| <b>Source</b>    | Human Resources              |                              |

## **DEFINITION OF LEAVE OF ABSENCE**

Leave of absence is defined as authorization granted by the Board, as specified by Statute, or allowed under its adopted policies, for an employee to be absent from duty for a specified period of time without prejudice. Leave shall be officially granted in advance and no action purporting to grant leave retroactively shall be recognized; except that leave for sickness or other emergencies may be deemed to be granted in advance if prompt reporting is made to the proper authority. Leave may be with or without pay as provided by law and policies of the Board.