

CHAPTER 6.00 – HUMAN RESOURCES

LEAVE OF ABSENCE

6.70*+

- I. A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff 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. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any employee to accept other employment. Accepting employment while on a leave of absence cancels the leave automatically unless otherwise approved by the Board of Education. The person on leave may be notified that he/she must return to work with the School Board immediately, resign, or be terminated.
- IV. An application for leave shall be made in writing, approved by the principal or site supervisor, and shall be directed to the School Board. The principal, supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.
- V. A system employee having leave for the year or the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by April 1 of that fiscal year.
- VI. The Superintendent shall develop procedures to implement leave provisions.

CHAPTER 6.00 – HUMAN RESOURCES

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-18.1**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: CGPF, GBRHB**