

When an instructional staff member has been required to work in excess of normal office hours and has been assigned tasks other than current job responsibilities and expectations as a result of emergency conditions, the Superintendent may, at his/her discretion, grant the instructional staff member either administrative leave or monetary compensation at that staff member's regular hourly rate for the hours worked during the emergency condition. Tasks which may lead to accumulation of administrative leave time or monetary compensation shall have the prior approval and assignment of the Superintendent and subsequent approval by the Board.

I. Administrative leave shall be with pay. The use of this leave shall be scheduled to minimize interruptions in the normal school program.

II. Administrative leave shall not be accumulated beyond the school year in which it has been earned. If the leave request is in excess of five (5) consecutive days, the Superintendent and the School Board's approval are required.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.66, F.S.

**STATE BOARD OF EDUCATION** 6A-1.081  
**RULE(S):**

**HISTORY:**

**ADOPTED:**

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**REVISION DATE(S): 212005**  
**FORMERLY: 7.17(1)**