

Employee Leave of Absence Rubric

This worksheet has been developed to assist employees who need to take an official leave of absence from The School Board of Broward County, Florida. It will also help those individuals responsible for processing leaves of absence by determining the leave most appropriate given the employee's individual circumstances. This worksheet is not intended to suggest the identified leave is the only opportunity available to an employee. Employees are encouraged to contact the Leaves Department for any assistance in determining the most appropriate leave for the circumstances.

Specific Leaves

The following series of questions are designed to identify leaves of absence designed for very specific purposes.

		<i>YES</i>	<i>NO</i>
1.	Is the employee required to volunteer in the armed forces?	See Question 1a.	Go to Question 2.
1a.	Will the length of volunteer service be greater than thirty (30) days?	Refer to Military Service (Volunteer) Leave	Refer to Military Service (Reservist) Leave
2.	Is the employee seeking a leave of absence in order to accept a position at a Charter School within Broward County?	Refer to Charter School Leave	Go to Question 3.
3.	Is the employee seeking a leave of absence because of birth of a child or adoption or because of placement of a child with the employee for foster care?	Refer to Maternity Leave and/or Family/Medical Leave. Also, see Disability information.	Go to Question 4.
3a.	Does the employee require an additional leave for the purpose of raising the child after its birth or adoption?	Refer to Child Rearing Leave, Family/ Medical Leave, & Personal Leave	Go to Question 4.

Professional Development Leaves

The following series of questions are created to identify leaves of absence designed for employees seeking professional development.

		<i>YES</i>	<i>NO</i>
4.	Is the employee seeking a leave of absence for professional development?	See Question 4a.	Go to Question 5.
4a.	Is the employee a member of the instructional bargaining unit?	See Question 4b.	Go to Question 5.
4b.	Is the employee pursuing professional development related to becoming certified in an approved critical shortage area and has a Professional Service Contract (PSC)?	Refer to Critical Shortage Sabbatical Leave	Go to Question 4c.
4c.	Has the employee been in the instructional bargaining unit for at least five (5) years?	See Question 4d.	Refer to Professional Enhancement Leave
4d.	Is the employee on Step 10 or above of the instructional salary schedule?	Refer to Professional Sabbatical Leave	Refer to Professional Enhancement Leave
4e.	Is the employee a Full-time BTU-TSP employee with at least seven (7) years of SBBC employment and at least three (3) years experience in a professional or technical position?	Refer to Professional Leave Without Pay BTU-TSP	Go to Question 5.

Employee Leave of Absence Rubric

Medical Condition Leaves

The following series of questions are created to identify leaves of absence designed for employees who are unable to perform their duties due to a medical condition.

	<i>YES</i>	<i>NO</i>
5. Was the employee injured in the line of duty?	Refer to Workers’ Compensation	Go to Question 6.
6. Does the employee need leave because of the employee’s own serious health condition that makes the employee unable to perform the functions of his or her job? Or , Does the employee need leave to care for a child, spouse or parent with a serious health condition? Or , Does the employee need leave due to the birth of the employee’s child and to care for the newborn child? Or , Does the employee need leave because of the placement of a son or daughter with the employee for adoption or foster care?	See Question 6a.	Go to Question 7.
6a. Is it anticipated the employee will miss more than thirty (30) days?	Refer to Family/Medical Leave	Refer to Sick Leave & Family/Medical Leave
7. Does an employee need leave to care for a spouse, son, daughter, parent, next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty on active duty?	Refer to Military Caregiver Family/Medical Leave	Go to Question 8.
7a. Does an employee need leave because of a qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation?	Refer to FMLA Military Exigency Leave	Go to Question 8.

General Leaves

The following series of questions are created to identify leaves of absence designed for general purposes that are not otherwise classified.

	<i>YES</i>	<i>NO</i>
8. Is the employee seeking a leave of absence for the purpose of conducting personal business?	See Question 8a.	Refer to Vacation Leave Policy 4480 or the Collective Bargaining Agreement
8a. If a Non-Instructional employee – has the employee been employed for three (3) or more years? If an Instructional employee – has the employee been employed for more than three (3) years in Broward County?	See Question 8b.	Refer to Vacation Leave Policy 4480 or the Collective Bargaining Agreement
8b. Is it anticipated the leave will be in excess of sixty (60) days and the employee has exhausted personal reasons leave and accrued vacation time?	Refer to Personal Leave	Refer to Personal Leave