

PERSONAL LEAVE

Educational Support & Management Association of Broward, Inc. (ESMAB), Broward Principals & Assistants Association (BPAA), Technical Support Professionals (TSP) and Broward County Police Benevolent Association, Inc. (PBA)

Description: An employee may request a personal leave for justifiable reasons.
Eligible: Principals, Assistant Principals, District Administrators and Professional Technical Employees who have been employed for three or more years.
Board Policy: 4409 & 4410; Contract Article: SIU Investigators/PBA – Article 10, Technical Support Professional (TSP) – Article 15
Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return to Work Process
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: This leave lasts for the remainder of the employee’s assigned calendar and may be renewed for an additional year.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: An employee on a Personal leave may be employed with the District in a substitute or temporary part-time position or as an employee of a Broward County charter school.</p>	<p>Employee: The employee completes the Request for A Board Approved Leave of Absence application, the Principal/Department Head signs the form and it is then submitted to the Leaves Department for processing.</p> <p>Leaves Department: The Leaves Department will move the employee to the location’s leave position number.</p> <p>The Leaves Department will send all required notification</p> <p>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</p> <p>Note: If the employee is taking a Family/Medical Leave prior to the Personal Leave, the start date for the Personal Leave will be the day after the Family/ Medical Leave has expired (61st day).</p> <p>Forms: Request For A Board Approved Leave of Absence application.</p>	<p>Leaves Department: The Leaves Department mails the employee Employment Intentions paperwork.</p> <p>Employee: Employee returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: The Leaves Department notifies the employee’s work location and appropriate staffing department of the employee’s intention for the new school year.</p> <p>Note: Administrative employees are reappointed on an annual basis; therefore, in order to return to work the employee must apply and be selected for an open administrative position for which they are qualified. If there is no open Administrative position, the employee may be considered for an available teaching position if previously employed as a teacher for the SBBC and had received a Continuing or Professional Service teacher contract.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA) -----</p> <p>Return Early: An Administrative/ ASPT employee may rescind the leave if an open position exists for which the individual qualifies for, applies and is selected. Employee submits a request to rescind the leave to the Leaves Department.</p> <p>SAP Coding: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p>

Current detailed SAP work instructions are available on the BRITE web site: web/erp.

Revised Nov. 2019

PERSONAL LEAVE

Instructional Employees

Description: An employee may request a personal leave for justifiable reasons.
Eligible: Instructional employees employed for more than three (3) years with Broward County Schools
Board Policy #4409 & 4410/Contract Article: BTU Teacher - Article 23
Leave Contact: The Leaves Department – 754/321-3130

Key Points	Process to Initiate Leave	Process to Return Employee to Work
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: This leave lasts for the remainder of the employee’s assigned calendar and may be renewed for an additional year. Maximum leave time is 2 years.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: An employee on a Personal leave may be employed with the District in a substitute or temporary part-time position or as an employee of a Broward County charter school.</p> <p>In accordance with the Collective Bargaining Agreement between the District and the Broward Teachers Union, Article 23, Section L, an instructional employee may be employed in a teaching position outside of the District while on leave.</p>	<p>Employee: The employee completes the Request for A Board Approved Leave of Absence application; the Principal/Department Head signs the form and it is then submitted to the Leaves Department for processing.</p> <p>Leaves Department: The Leaves Department will move the employee to the location’s leave position number.</p> <p>The Leaves Department will send all required notification</p> <p>If appropriate, the Leaves Department will contact Payroll to lock the employee’s payroll record.</p> <p>Note: If the employee is taking a Family/Medical Leave prior to the Personal Leave, the start date for the Personal Leave will be the day after the Family/ Medical Leave has expired (61st day).</p> <p>Forms: Request For A Board Approved Leave of Absence application.</p>	<p>Leaves Department: The Leaves Department mails the employee an employment intentions packet.</p> <p>Employee: Employee returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: The Leaves Department notifies the employee’s work location and appropriate staffing department of the employee’s intention for the new school year.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p> <p>-----</p> <p>Return Early: An instructional employee may rescind the leave if a position exists for him/her to return to. Employee submits a request to rescind the leave to the Leaves Department.</p> <p>SAP Coding: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p>

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PERSONAL LEAVE

Non-Instructional Employees

Description: An employee may request a personal leave for justifiable reasons.
Eligibility: Non-Instructional Employees who have been employed for three (3) or more years. Education Support Professionals (ESP), Secretarial/Clerical (FOPE) must complete three (3) consecutive years of employment.
Board Policy: #4409 & 4410/ Contract Article: Secretarial/Clerical - Article 19, Education Support Professionals - Article 12
Leave Contact: The Leaves Department – 754-321-3130

Key Points	Process to Initiate Leave	Return To Work Process
<p>Approval Status: This leave requires Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This leave does not provide any salary or benefits.</p> <p>Duration Status: This leave lasts for the employee’s assigned calendar year. It may be renewed if the employee had worked 1 day more than 1/2 his calendar at the time of his/her original leave.</p> <p>Concurrency Status: This leave cannot run concurrently with another leave.</p> <p>Working While on Leave: An employee on a Personal leave may be employed with the District in a substitute or temporary part-time position or as an employee of a Broward County charter school.</p>	<p>Employee: The employee completes the Request for A Board Approved Leave of Absence application, the Principal/Department Head signs the form and it is then submitted to the Leaves Department for processing.</p> <p>Leaves Department: The Leaves Department will move the employee to the location’s leave position number.</p> <p>The Leaves Department will send all required notification</p> <p>If appropriate, the Leaves Department will contact Payroll to lock the employee’s payroll record.</p> <p>Note: If the employee is taking a Family/Medical Leave prior to the Personal Leave, the start date for the Personal Leave will be the day after the Family/ Medical Leave has expired (61st day).</p> <p>Forms: Request For A Board Approved Leave of Absence application.</p>	<p>Leaves Department: The Leaves Department mails the employee Employment Intentions paperwork.</p> <p>Employee: The employee returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: The Leaves Department notifies the employee’s work location and appropriate staffing Department of the employee’s intention for the new year.</p> <p>Note: During the reappointment process, it is determined if a position exists at the employee’s former location for the employee to return to. If no position exists, the employee is placed on layoff.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA) ----- Return Early: A Non-Instructional employee may return early from leave if a position exists for which the employee qualifies for, applies and is selected.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p>

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