

Charter School Leave Administrative/ASPT/TSP

Description: A leave for an employee who accepts a position at a Broward County Charter School.	
Eligible: Principals, Assistant Principals, District Administrators, and Technical Support Professionals.	
Board Policy Nos.: 4409 & 4410	Contract Article: Not Applicable
Leave Contact: The Leaves Department - 754-321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled. The employee's location must 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 each year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may only work at a Broward County Charter School, or, as a temporary, part-time employee for SBBC.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes a Request For Board Approved Leave application. 2) Has Principal/Department Head sign form. 3) Submits to the Leaves Department for processing. <p>Leaves Department: Moves the employee to the location's leave position number.</p> <p>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee's payroll record.</p> <p>The Leaves Department will send all required notification.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For Board Approved Leave of Absence Application 	<p>Leaves Department: Mails the employee Employment Intentions paperwork.</p> <p>Employee: Returns the completed Employment Intentions form to the Leaves Department <u>by the deadline date.</u></p> <p>Leaves Department: Notifies the employee's former work location and 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 SBBC and had received a Continuing or Professional Service teacher contract. The employee may renew this leave each year to work for the charter school.</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>Early Return: An Administrative/ ASPT employee may rescind the Leave if an open position exists for which the individual is qualified for, has applied and is selected. Employee submits a request to rescind the Leave to the Leaves Department.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 10 (Rescinding Leave)</p>

Work instructions are available on the BRITE Web site: web/erp.

Charter School Leave Instructional

Description: A leave for an employee who accepts a position at a Broward County Charter School.	
Eligible: Instructional Employees	
Board Policy Nos.: 4409 & 4410	Contract Article: Not Applicable
Leave Contact: The Leaves Department - 754-321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled. The employee's location must 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 each year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may only work at a Broward County Charter School or as a temporary part-time employee for SBBC.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes a Request For Board Approved Leave of Absence application. 2) Has Principal/Department Head sign form. 3) Submits to the Leaves Department for processing. <p>Leaves Department: Moves the employee to the location's leave position number. If appropriate, the Leaves Department will contact the Payroll Department to lock the employee's payroll record. The Leaves Department will send all required notification.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For A Board Approved Leave of Absence Application 	<p>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 deadline date.</u></p> <p>Leaves Department: Notifies the employee's former work location and staffing department of the employee's intention for the new school year.</p> <p>Note: During the school's budget meeting, it is determined if a position exists for the employee to return to. If no position at location exists, Instructional Staffing or the employee finds placement. The employee may renew this Leave each year to work for the charter school.</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>Early Return: 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 – Location: HRAP creates return to work action Action Type: Z2 (Return from Leave) Action Reason: 10 (Rescinding Leave)</p>

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Charter School Leave Non-Instructional

Description: A leave for an employee who accepts a position at a Broward County Charter School.	
Eligibility: Non-Instructional Employees	
Board Policy Nos.: 4409 & 4410	Contract Article: Not Applicable
Leave Contact: The Leaves Department - 754-321-3130	

Key Points	Initiate Leave Process	Return To Work Process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled. Employee's location must 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 calendar and may be renewed each year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may only work in a Broward County Charter School or as a temporary, part-time employee for SBBC.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes a Request For Board Approved Leave of Absence application. 2) Principal/Department Head signs form. 3) Submits to the Leaves Department for processing. <p>Leaves Department: Moves the employee to the location's leave position number.</p> <p>If appropriate, the Leaves Department will contact the Payroll Department to lock the employee's payroll record.</p> <p>The Leaves Department will send all required notification.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For A Board Approved Leave of Absence Application 	<p>Leaves Department: Mails the employee Employment Intentions paperwork.</p> <p>Employee: Returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: Notifies the employee's former work location and staffing department of the employee's intention for the new school year.</p> <p>Note: During the reappointment process, it is determined if a position exists at the employee's former work location for the employee to return to. If no position at the location exists, the employee is placed on layoff. The employee may renew this Leave each year to work for the Charter School.</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>Early Return: A Non-Instructional employee may rescind this Leave if an open position exists for which the individual is qualified for and has applied and is selected. Employee submits a request to rescind the Leave to the Leaves Department.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return LOA)</p>

Work instructions are available on the BRITE Web site: web/erp.