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
Approval Status: This	Employee: The employee	Leaves Department: The Leaves Department mails
leave requires Board	completes the Request for A	the employee Employment Intentions paperwork.
approval.	Board Approved Leave of	
	Absence application, the	Employee: Employee returns the completed
Vacancy Status:	Principal/Department Head	Employment Intentions form to the Leaves
Vacated position may	signs the form and it is then	Department by the required deadline date.
be filled. Complete a	submitted to the Leaves	
Declaration of Vacancy	Department for processing.	Leaves Department: The Leaves Department
for the position.		notifies the employee's work location and
	Leaves Department: The	appropriate staffing department of the employee's
Salary/Benefits	Leaves Department will move	intention for the new school year.
Status: This leave does	the employee to the location's	
not provide any salary	leave position number.	Note : Administrative employees are reappointed on
or benefits.		an annual basis; therefore, in order to return to work
	The Leaves Department will	the employee must apply and be selected for an open
Duration Status: This	send all required notification	administrative position for which they are qualified.
leave lasts for the	-	If there is no open Administrative position, the
remainder of the	If appropriate, the Leaves	employee may be considered for an available
employee's assigned	Department will contact the	teaching position if previously employed as a teacher
calendar and may be	Payroll Department to lock	for the SBBC and had received a Continuing or
renewed for an	the employee's payroll	Professional Service teacher contract.
additional year.	record.	
		SAP Coding – Location:
Concurrency Status:	Note: If the employee is	HRAP creates return to work action:
This leave cannot run	taking a Family/Medical	Action Type: Z2 (Return from Leave)
concurrently with	Leave prior to the Personal	Action Reason: 01 (Return from LOA)
another leave.	Leave, the start date for the	
	Personal Leave will be the	Return Early: An Administrative/ ASPT employee
Working While on	day after the Family/ Medical	may rescind the leave if an open position exists for
Leave: An employee	Leave has expired (61st day).	which the individual qualifies for, applies and is
on a Personal leave		selected. Employee submits a request to rescind the
may be employed with	Forms: Request For A	leave to the Leaves Department.
the District in a	Board Approved Leave of	
substitute or temporary	Absence application.	SAP Coding:
part-time position or as	11	HRAP creates return to work action:
an employee of a		Action Type: Z2 (Return from Leave)
Broward County		Action Reason: 01 (Return from LOA)
charter school.		

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

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

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		
Approval Status: This leave	Employee: The employee	Leaves Department: The Leaves		
requires Board approval.	completes the Request for A	Department mails the employee		
	Board Approved Leave of	Employment Intentions paperwork.		
Vacancy Status: Vacated position	Absence application, the			
may be filled. Complete a	Principal/Department Head	Employee: The employee returns the		
Declaration of Vacancy for the	signs the form and it is then	completed Employment Intentions form		
position.	submitted to the Leaves	to the Leaves Department by the		
	Department for processing.	required deadline date.		
Salary/Benefits Status: This leave				
does not provide any salary or	Leaves Department: The	Leaves Department: The Leaves		
benefits.	Leaves Department will move	Department notifies the employee's		
	the employee to the location's	work location and appropriate staffing		
Duration Status: This leave lasts	leave position number.	Department of the employee's intention		
for the employee's assigned		for the new year.		
calendar year. It may be renewed if	The Leaves Department will	N. D. d. d.		
the employee had worked 1 day more than 1/2 his calendar at the	send all required notification	Note: During the reappointment		
	If any any ista the Leaves	process, it is determined if a position		
time of his/her original leave.	If appropriate, the Leaves Department will contact	exists at the employee's former location for the employee to return to. If no		
Concurrency Status: This leave	Payroll to lock the employee's	position exists, the employee is placed		
cannot run concurrently with	payroll record.	on layoff.		
another leave.	payron record.	on layon.		
another leave.	Note: If the employee is taking	SAP Coding – Location:		
Working While on Leave: An	a Family/Medical Leave prior	HRAP creates return to work action:		
employee on a Personal leave may	to the Personal Leave, the start	Action Type: Z2 (Return from Leave)		
be employed with the District in a	date for the Personal Leave will	Action Reason: 01 (Return from LOA)		
substitute or temporary part-time	be the day after the Family/			
position or as an employee of a	Medical Leave has expired	Return Early: A Non-Instructional		
Broward County charter school.	(61 st day).	employee may return early from leave		
J	(- 3)	if a position exists for which the		
	Forms: Request For A	employee qualifies for, applies and is		
	Board Approved Leave of	selected.		
	Absence application.			
	resonee application.	SAP Coding – Location:		
		HRAP creates return to work action:		
		Action Type: Z2 (Return from Leave)		
		Action Reason: 01 (Return from LOA)		

Current detailed SAP work instructions are available on the BRITE web site: web/erp. Revised Nov. 2019