

Absences, Leaves and Vacations**ABSENCES AND LEAVES**

The policies and rules governing absences and leaves of personnel are determined by and patterned after state laws and regulations. Except for sudden illness or emergency situations, any employee who is absent without prior approval shall be deemed to have been willfully absent without leave.

- A. Each full-time employee (excluding probationary employees) is entitled to accumulate one day of sick leave per month of employment. Such sick leave is to be accrued in the following manner:
1. Four days of sick leave will be provided to each instructional employee as of the first day of employment of each contract year. Each employee, other than instructional personnel, shall be credited with four days of sick leave at the end of the first month of employment of each contract year. Each employee shall accrue one day of sick leave for each month of employment creditable to the employee at the end of that month, and which shall not be used prior to the time it is earned and credited to the employee; provided further that the employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment.
 2. Such sick leave shall be accumulative from year to year and there shall be no limitation on the number of days of sick leave a member of the staff may accrue; and further provided that days transferred from other employers within the Florida Retirement System shall be accrued at the same rate as the days accrued within The School Board of Miami-Dade County.
 3. All unused accumulated sick leave days will be restored to employees previously employed upon returning to employment in the school system.
 4. A district employee may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee. The recipient may not use the donated sick leave until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool. Donated sick leave shall have no terminal value.

B. Sick leave shall be approved in the following categories:

1. Illness and/or death of:

Mother	Husband	Foster Children
Father	Wife	Step-parents
Sister	Child	Step-children
Brother	Foster Parents	Grandchild
Mother-in-law	Son-in-law	Uncle
Father-in-law	Daughter-in-law	Aunt
Brother-in-law	Grandmother	Niece
Sister-in-law	Grandfather	Nephew

2. Illness and/or death of:

Persons who reside in the same residence as the person who is requesting sick leave.

- C. A sick employee who has exhausted all sick leave to which he/she is entitled shall be considered automatically on leave without pay (not to exceed 30 consecutive workdays), with the Board's approval, until such employee returns to work. Leave without pay for illness is considered only a protection of one's employment rights.
- D. Each employee eligible for sick leave accrual may be granted six days personal leave each school year or fiscal year for personal reasons, unless otherwise provided in the applicable collective bargaining agreement. Such personal leave shall be chargeable only to accrued sick leave and shall be noncumulative.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 231.39; 231.40 F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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