

## The School Board of Gadsden County

### Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

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#### **1430 - LEAVES OF ABSENCE**

Administrators shall not be absent from their assigned duties except as authorized by the Superintendent or designated representative. An administrator who is absent from duty and is not eligible for leave shall forfeit compensation for the time of such absence. Contracts or appointments may be subject to cancellation by the School Board and administrator may be subject to immediate dismissal.

#### **Vacation Leave**

When an employee transfers from a vacation earning position to a non-vacation earning position, the employee will be paid for the accrued vacation at the time of the transfer and at the rate of pay at the time of transfer for the vacation earning position.

#### **Unused Leave at Separation**

When an employee terminates employment with the Board, the employee will be compensated for unused and earned sick leave in accordance with agency policies or the employee may have the leave transferred upon written request (within twenty (20) days of separation) to another FRS agency.

#### **Used Unearned Sick Leave for Employees Who Resign/Retire**

When an employee resigns or retires and has used credited but unearned sick leave, (six (6) days credited at the beginning of the year) the employee will have unearned leave deducted from the final compensation.

#### **Unearned Leave from Outside the District for Employees Who Resign/Retire**

When an employee has a remaining balance of sick leave transferred in from outside the District, and terminates prior to earning it in the District, the employee will forfeit the leave.

F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67

F.A.C. 6A-1.079, 6A-1.080

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