

ARTICLE XIII -- LEAVES

Section 1. Voting Leaves

The Board agrees to allow permanent and probationary employees who are registered voters a reasonable amount of time off (not to exceed one hour) with pay to vote in each local and general election. The location of the employee's precinct and the employee's work schedule shall be considered in scheduling such time off.

The employee may be required to show proof of registration to the supervising administrator prior to being granted voting leave.

Section 2. Military Leave

Permanent and probationary employees of The School Board of Miami- Dade County, Florida may be granted a military leave of absence provided that:

- A. He/she volunteers into the Armed Services.
- B. He/she is recalled to active service from a reserve status. The employee who is recalled for annual military responsibility will receive up to 17 calendar days with pay.
- C. Full-time employees who are either drafted or are already members of the active or retired reserves of the United States Armed Forces (but not enlistees), who are involuntarily called to active duty, shall have their health, life, and flexible benefits coverage continued by the Board for the period of their approved leave.

Section 3. Parental Leave

- A. A permanent or probationary employee who is an expectant mother or who adopts a child shall be granted parental leave at the employee's request.

If this leave falls within the school year, an approximate time should be given as to when the employee expects to return. The employee's health care provider must approve her return to duty, in writing. The mother of an adopted child may return at her own request. The maximum period for which parental leave may be granted is one year (12 months).

The employee may request an additional year of leave which will be personal leave; therefore, the total time granted for the same pregnancy or adoption cannot exceed two years.

- B. A male employee shall notify his supervising administrator, in writing, of his desire to take parental leave to begin at any time between the birth of his child and one year thereafter. Except in cases of emergency, the employee shall give such notice at least 30 days prior to the day on which the leave is to begin.
- C. An employee adopting an infant child (i.e., one year of age or less) shall be entitled

upon request to a leave to commence at any time during the first year after receiving de facto custody of said infant child, or prior to receiving such custody, if necessary, in order to fulfill the requirements of adoption.

- D. An employee who is granted a parental leave of absence, pursuant to the above, shall have the following re-employment rights:
1. When an employee notifies the supervising administrator or the Chief Personnel Officer for Human Resources of the desire to return to active employment after parental leave, except for employees who return early, said employee shall immediately be assigned to the same position which the employee held at the time the leave commenced.
 2. If that position is no longer in existence, said employee will return to a substantially equivalent position.

Section 4. Personal Leave Without Pay

Leave of absence for personal reasons not to exceed 30 days may be granted to permanent employees of the Miami-Dade County Public Schools, if approved by the Superintendent, subject to the following guidelines:

- A. No wages or salaries shall be paid during such leave, except as provided in other sections of Board Rules.
- B. All such leaves in excess of 30 consecutive workdays shall be approved by the Board, except for those granted in accordance with provisions of the Workers' Compensation Law.
- C. Reemployment rights to a position of like status shall be protected.
- D. Such leave shall not exceed one year in duration.
- E. Such leave may be granted for one of the following reasons:
 1. to serve in a U.S. Government agency sponsored volunteer or service program;
 2. to fill full-time staff position(s) for AFSCME, Local 1184;
 3. to continue no more than one parental leave;*
 4. recuperation and regeneration;*
 5. temporary relocation of residence outside of South Florida which could result in severe family hardship; and*
 6. Professional study leave with proof of full time enrollment in an accredited college or university.**

* In numbers 3, 4, and 5 above, eligible unit members may be granted personal leave

without pay for each of these reasons only once.

Personal leave for reasons other than those listed above may be approved by the Board upon recommendation of the Superintendent.

** Professional study leave benefits will be made available pursuant to procedures established by the Board.

F. Permanent employees may request personal leave without pay after three years of continuous employment with the Miami-Dade County Public Schools.

Section 5. Personal Leave -- Other Provisions

Any employee on leave may make contributions to any compensation or employee benefit plan that was available to the employee before the leave. The employer agrees to continue to pay its regular contribution to the employee's health and life insurance benefits for personal leave for a maximum of one (1) year.

Section 6. Extended Sick Leave Without Pay

Extended leave without pay for illness of the employee constitutes a protection of one's employment rights. Such leave shall be granted only for health of self or family member, provided the following requirements are met:

- A. Employees seeking such leave must make application on the form provided by Human Resources.
- B. Such application must be supported and accompanied by the following:
 - 1. identity of person in ill health;
 - 2. statement from physician explaining why such leave is necessary; and
 - 3. effective dates of requested leave (beginning and ending).
- C. Such leave shall not exceed one year in duration.
- D. Employees on such leave may, upon expiration of leave, apply for an extension. The employer may grant such extension as warranted; however, the maximum time an employee may be absent on leave for illness of self, illness of relative, or any combination thereof shall be three years.
- E. While an employee is on extended sick leave without pay, the employer agrees to continue to pay its regular contribution to the employee's insurance benefits.

Section 7. General Provisions

- A. Notwithstanding the limitations on the maximum length for each type of extended leave of absence without pay (i.e., extended leave for illness/personal or parental), the following overall limitations shall apply to any combination of leaves, regardless

of category:

1. The number of calendar years granted for any single period of continuous leave of absence without pay, with the exception of extended military leave, shall not exceed the number of entire fiscal/school years worked with M-DCPS immediately preceding the leave request, up to a maximum of two.
 2. Exceptions to such provision will be made only for extenuating circumstances, as determined by the Chief Personnel Officer for Human Resources.
- B. Employment rights to the same position shall be protected for one year.
- Employees returning from leaves in excess of one year shall be assigned to an equivalent position.
- C. Full-time employment while on leave is not permitted, unless specifically requested and approved by the Chief Personnel Officer for Human Resources at the time the leave is granted. If approved for full-time employment, an employee shall not receive any fringe benefits provided by the Miami-Dade County Public Schools.

Section 8. Released Time

- A. A supervising administrator may release employees for up to two hours without accrued leave being charged against the employee for the purpose of medical and/or dental examinations, and, if deemed necessary, with verification upon return.
- B. A supervising administrator may release an employee during the employee's regular workday to attend a scheduled interview for a M-DCPS position. Such requests shall be made in advance of the scheduled interview.
- C. A supervising administrator, subject to staffing and operational needs, may release an employee up to three hours per school year to attend scheduled teacher/parents conferences. Such requests should be made in advance of the scheduled conference and verification may be required.