

CERTIFICATES OF ABSENCE FOR LEAVES

A Certificate of Absence Form or a Certificate of Absence - Personal Leave Form must be retained by the affected administrator at the work site with the attendance register for each permanent employee who has been absent from duty during that payroll period for any of the following reasons:

1. Illness - Personal or family
2. Death in family
3. Personal Reasons Leave (Use Sick Leave section of form, cross out Personal Illness, and type in Personal Reasons)
4. Disability Leave - A Workers' Compensation First Notice of Injury form must be filed with the Risk Management and Safety Department.
5. Disability - Leave - Illness-in-line-of-duty (Use Accident-in-line-of-duty section of form. Full explanation must be given. When illness-in-line-of-duty shall be the result of working conditions and can be proved so without question, a First Notice of Injury form shall be filed with the Risk Management and Safety Department.
6. Official Leave (Military or jury)
7. Vacation (Twelve (12) month personnel)
8. Personal Leave (Use Certificate of Absence - Personal Leave Form)
9. Each Certificate of Absence Form or Certificate of Absence - Personal Leave completed as follows:
Form must be
 - a. All dates and other information called for must be shown.
 - b. The signature of the employee must be affixed. If the signature shall not be obtainable on the day the attendance register is due, the unsigned form shall be released in duplicate with the attendance register, the original form to be returned for signature.
 - c. A signature of approval (principal or county level unit administrator) must be affixed.
 - d. If substitutes are employed (applicable exclusively to instructional personnel or prolonged absences of noninstructional employees), name(s) of substitute(s) must be shown in the appropriate section.

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