

NASSAU COUNTY SCHOOL DISTRICT

Personal Leave of Absence -LOA

Personal Leave of Absence

- 1.** Employees can request a personal leave of absence for personal reasons, or in cases where the employee is not eligible for FMLA.
- 2.** Non-instructional employees should be aware that any extended leave of absence over seventy-five calendar days is granted by the Board and not from a particular position. There is no guarantee you will return to your same position. Instructional employees can apply for personal leave for up to one school year.
- 3.** Please be aware that you will need to continue to pay for your insurance coverage while on leave. Also, the Board contribution becomes your responsibility. The current Board contribution is \$621.52 per month. The Board contribution will be \$654.85 effective January 1, 2024. Please contact Leanne Peacock at (904) 491-9876 for assistance.

Proper Steps for Requesting a Personal Leave of Absence

- 1.** Submit a letter to your principal/supervisor for signature. A sample letter can be found on the district website. Please visit <https://www.nassau.k12.fl.us/Page/758>.
- 2.** Return the signed letter to Human Resources.

Returning from a Personal Leave of Absence

- 1.** If the reason for leave was due to an injury or illness of yourself, please provide Human Resources with a doctor's release to return to work without restrictions. A release must be received prior to your return.

Questions

- 1.** Please visit <https://www.nassau.k12.fl.us/Page/119> for the Human Resources staff directory and contact information.