

6Hx19-2.12 LEAVE OF ABSENCE

The purpose of this Board Rule is to establish Board Policy related to employee leaves of absence.

The following types of leave are authorized by the Board: Temporary Duty, Sick Leave, Personal Leave, Illness or injury-in-the-Line-of-Duty, Military Leave, Leave Without Pay, Sabbatical/Professional Leave, Family and Medical Leave, Extended Medical Leave, and Court Related Leave. "Leave of absence" is defined as authorization for an employee to be absent from duty for a specified time, ordinarily without negative impact on pay, seniority or benefits or other terms and conditions of employment.

Leaves of absence should be authorized in advance except that leave for illness or other emergencies may be approved if reported promptly to the employee's supervisor. Leave shall be used for the authorized purpose or revoked.

College personnel shall continue to earn leave credit while on leave of absence with pay except for sabbatical/professional leave beyond 30 days. Employees who take leave, and will not return to work, after notice of termination or resignation shall not accrue additional leave.

Leave shall not be authorized for more than one (1) year except for military leave. A new application for leave may be filed with the Board at the expiration of the period for which the leave was granted. Such leaves are not automatically renewed. This additional leave will be at the discretion of the Board based on the requirements of efficient operations of the College, as well as on consideration of fairness to the employee.

Leave without pay may be authorized for personal reasons or illness extending beyond the periods covered by District Board of Trustees Rules 6Hx19-2.15 *Administration of Sick Leave* and 6Hx19-2.152 *Sick Leave Pool*. Leave without pay normally will not be authorized until accrued sick leave, if applicable, and vacation leave have been exhausted. Vacation and sick leave credits will **not** accrue during leave without pay.

Rule Adopted: 3/30/72; 8/25/75; 11/19/79; 12/17/84; 12/16/85; 11/16/87; 10/21/97;
11/18/08

Effective Date: 3/30/72; 10/7/75; 11/19/79; 12/17/84; 12/16/85; 11/16/87; 10/21/97;
11/18/08

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

6Hx19-2.12
Leave of Absence

Law Implemented Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(16)(24)

Proposer: Timothy L. Beard, President