

## **6Hx19-2.13    AUTHORITY FOR SICK LEAVE**

The purpose of this Board Rule is to establish Board policy relating to employee use of sick leave.

Full-time employees who are unable to perform their assigned duties at the College because of personal illness, accident disability, or because of the illness or death of their father, mother, brother, sister, husband, wife, child, or other close relative or member of their own household, and who consequently have to be absent from work shall be granted leave of absence for sickness by the President, or a designee.

Any College employee who finds it necessary to be absent from work because of illness or injury shall notify, either personally or through another person with knowledge of the reason for the absence, their immediate supervisor, if possible, prior to the start of the workday. Any employee utilizing sick leave shall file a written leave request which shall set forth the date(s) and times absent, and that the absence was due to illness, immediately upon returning to work. If unable to return to work, the employee or the employee's agent should contact Human Resources. The request must be approved by the immediate supervisor.

College employees may be required to provide a statement signed by a physician or the County Health Officer verifying said illness after three (3) consecutive days of absence or at the discretion of the President or designee.

Rule Adopted:            1/20/75; 8/25/75; 11/19/79; 5/19/86; 11/16/87; 10/21/97; 11/18/08

Effective Date:        1/20/75; 10/7/75; 11/19/79; 5/19/86; 11/16/87; 10/21/97; 11/18/08

Legal Authority:

    General Authority:        Florida Statutes: 1001.64; 1001.65; 1012

    Other References:

Law Implemented:        Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);  
   1001.65(1)(3)(16)(25); 1012.865

Proposer:    Katherine M. Johnson, President