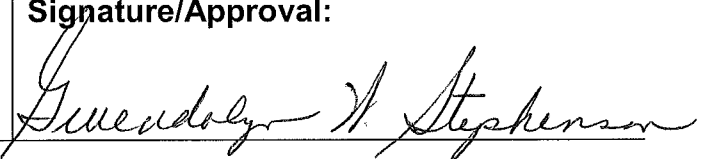


## ADMINISTRATIVE RULES

<b>Title: LEAVES OF ABSENCE</b>	<b>Identification:</b> 6HX-10-3.13
	<b>Page:</b> 1 of 4
	<b>Effective Date:</b> 6/15/05
<b>Authority:</b> SBE 6A-14.0261; 6A-14.0432 FS 1001.64; 1001.65; 1012.865; 115.09; 115.14 and 295.09	<b>Signature/Approval:</b> 

### PURPOSE

This administrative rule establishes College policy concerning leaves of absence that are available to full-time College personnel.

### RULE

A leave of absence is authorization for a full-time employee to be absent from assigned duties for a specified purpose over a set period of time with the right to return to work, without prejudice, at the conclusion of leave.

1. General Conditions Regarding Leaves of Absence
  - A. Leave must be authorized in advance except for sick leave and other emergencies, which must be reported promptly to the employee's supervisor.
  - B. Leave will not be authorized for more than one (1) year, except for military leave.
  - C. Leave may be extended but, not automatically. Extensions of a leave must be requested and approved.
  - D. Leave without pay may not be permitted for use in lieu of accrued leave such that accrued leave may be reserved for use immediately prior to or after a holiday for the sole purpose of an employee receiving holiday pay.
  - E. Accrued leave may not be used to extend employment.
  - F. A leave of absence without pay in excess of thirty-one (31) consecutive days requires approval by the Board.
  - G. Upon return from an extended absence, the employee will be eligible for the same or a comparable position.
2. Types of Leave—The College is authorized to grant the following types of leaves:

Administrative Leave - This leave may be granted at the discretion of the President or designee to protect the health, welfare or safety of the College community.

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Family Medical Leave - This leave will be granted pursuant to the provisions of federal law (refer to the appropriate Administrative Rule).

Injury/Illness - In-the-Line of Duty Leave - This leave will be used for full-time personnel who are absent from duties because of a personal injury received at work or because of illness from contagious or infectious disease contracted in the course of duty.

Sick Leave - Full-time employees who are unable to perform duties at work due to personal sickness, accident disability, extended personal illness; or due to the illness, or death of an employee's mother, father, sister, brother, husband, wife, child or other close relative or member of the employee's own household shall be granted sick leave.

At the beginning date of employment, a full-time employee will be credited with nine (9) "borrowed" days of paid sick leave. If the employee uses any of the "borrowed" sick leave, the employee must repay the number of days with the paid sick leave they earn on a monthly basis. A full-time employee will earn sick leave for each calendar month upon working at least one-half of a calendar month in accordance with the rate established by law.

Extended Sick Leave - Sick leave in excess of days stated in the term and conditions of the union contracts will require a medical certification from the employee's licensed physician. The College may elect to require a second medical opinion at the College's expense from a licensed physician. The College will maintain core insurance coverage and premium payments for the employee up to twelve (12) consecutive months of extended sick leave. The employee will be responsible for premium payments for any type of unpaid non-medical leave of absence.

Sick Leave Pay-Out - The board policy for sick leave pay-out was established for staff in 1997 and for faculty in August 1998. Accrued sick leave earned up to the applicable specified date was frozen by the Board for both the number of accrued hours and the rate of pay for pay-out purposes. An employee with accrued sick leave earned prior to the applicable specific date will receive sick leave pay-out based on the Board policy at termination. All sick leave accrued after the applicable specified date may be used for sick leave purposes but will not be available for sick leave pay-out at termination of employment.

Sick Leave Pool - Full-time faculty and staff may join a Sick Leave Pool. By donating the required number of sick leave hours to the Sick Leave Pool the employee may apply for Sick Leave Pool hours providing the employee meets the Sick Leave Pool requirements (as set forth in an administrative procedure).

Donated Sick Leave - This leave may be given by a full-time employee to a full-time, seriously ill employee who has depleted all paid time off.

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Emergency Administrative Leave – The President may release employees from their work assignments in the event of an emergency that may present an imminent threat to the health, safety or welfare of College personnel.

Personal Leave of Absence - Each full-time College employee may be absent for no more than four (4) days each fiscal year for personal reasons. These are non-cumulative and awarded from accrued sick leave.

Judicial Leave - This leave is for use with jury duty.

Military Leave - This leave shall be granted in accordance with state and federal guidelines which will be outlined in an administrative procedure.

Sabbatical Leave - This leave may be granted to staff to pursue professionally-related personal objectives. Employees are required to return to work following a sabbatical or reimburse College for compensation earned from the College during the sabbatical in accordance with established Administrative Rule.

Vacation Leave - This leave is for full-time non-faculty personnel to earn for personal use. Employees entitled will earn vacation leave for each calendar month or for working at least one-half of a calendar month of service at the College. Vacation leave must be scheduled to provide minimum disruption in the operation of the College.

The terms and conditions of the collective bargaining agreements will determine how vacation leave is earned. For all other personnel, vacation leave shall be earned based on years of service at the following annual rates:

Years of service	Days earned per year	Max. leave on December 31 <sup>st</sup>	Max. payout at termination
01-05	12	44	30
06-10	15	44	30
10+	18	44	30

Unused vacation leave credit may accumulate but credit in excess of forty-four (44) days shall be reduced to forty-four (44) days on December 31<sup>st</sup> each year unless an employee has approved scheduled vacation which is cancelled by the College and cannot be rescheduled.

Vacation leave may be earned and paid to grant-funded personnel if funds have been established within the provisions of the grant.

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The President will maintain an administrative procedure outlining guidelines for administrative leave, family medical leave, sick leave, extended sick leave, sick leave pool, donated sick leave, emergency administrative leave, personal leave of absence, judicial leave, medical leave, military leave, sabbatical leave, and vacation leave.

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History: Adopted: 3/19/86; Amended: 10/21/87, 5/16/90, 1/16/91, 9/21/94, 10/97; Formerly: 6HX-10-2.017, 6HX-10-2.047