

## ADMINISTRATIVE RULES

<b>Title: LEAVES OF ABSENCE</b>	<b>Identification:</b> 6HX-10-3.13
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	<b>Effective Date:</b> 01/24/18
<b>Authority:</b> FS 1001.64; 1001.65	<b>Signature/Approval:</b> Dr. Ken Atwater

### PURPOSE

This administrative rule establishes College concerning leaves of absence that are available to full-time college faculty and staff personnel.

### RULE

An approved leave of absence must be authorized for a full-time employee to be absent from assigned duties for a specified purpose within a 12 month period, with the exception of military leave, of time with the right to return to work, without prejudice, at the conclusion of leave. Leave may be with or without pay.

The College has the following leaves:

Administrative Leave – May be granted at the discretion of the President or Designee to protect the health, welfare or safety of the College community. Administrative leave without pay may be approved for a period not to exceed one year.

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 staff and faculty.

Extended Sick Leave – Sick leave in excess of days stated in the term and conditions of Collective Bargaining Agreements.

Florida Victims of Domestic Violence Leave – Leave granted to employees who are victims of domestic violence pursuant to provisions of Florida Law.

Injury/Illness-In-the-Line of Duty Leave – Leave for employees 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 in accordance with applicable laws.

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

Military Leave – This leave shall be granted in accordance with stat and federal laws for military service.

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

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Sabbatical Leave – This leave may be granted to staff and faculty to pursue professionally-related personal objectives, pursuant to state law and provisions of the Collective Bargaining Agreements as applicable.

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.

Vacation Leave – Leave for non-faculty employees to accrue and use with advance approval and minimum disruption to college operations.

The President will maintain an administrative procedure outlining guidelines for leaves of absence.

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History: Adopted: 3/19/86; Amended: 10/21/87, 5/16/90, 1/16/91, 9/21/94, 10/97, 6/15/05;  
Formerly: 6HX-10-2.017, 6HX-10-2.047