



Policy: 3D-02

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 03/22/1995

Volume 3D - Human Resources, Leave

Leave of Absence

Policy Statement:

- A. Leave of Absence is defined as permission for an employee to be absent from his or her duties for a specified period of time with the right of returning to employment without prejudice upon expiration of the leave. Leave may be with or without pay.
- B. Conditions:
1. Leave is a privilege which is granted by the District Board of Trustees. Each request is evaluated and a decision reached based upon its particular merits and the need to protect the College against undue interruption or disturbance because of the absence of personnel and the need to ensure leave is granted or denied on a uniform basis.
 2. All appropriate absences from duty will be covered by leave which is duly authorized and granted. Any employee who is willfully absent from duty without leave will forfeit compensation and will be subject to disciplinary action or discharge.
 3. Leave must be officially granted in advance. Sick leave and emergency leave will be considered to be granted in advance if an employee makes prompt report of his or her absence.
 4. An application for leave must make clear the purpose or cause for which the leave will be used. Leave granted with pay and not used for the purposes set forth in the application constitutes falsification of records.
 5. If the condition under which the leave is granted should change and the employee still desires to remain on leave, the employee must request that the leave be re-approved for the new reason. A request for a change in leave status shall be made as soon as possible after a change in the conditions under which the original leave was granted. No request for change in leave status will be considered after the last effective date of the leave, e.g., a request to change leave status for a leave that was effective July 1 to June 30, shall be made in writing to the president prior to June 30.
 6. An employee will continue to earn sick and vacation leave benefits during leaves of absence with pay, except when:
 - a. on professional leave beyond thirty (30) days with pay;
 - b. on leave without pay;
 - c. on vacation leave associated with termination of employment.
 7. Employees who are granted a leave of absence by the District Board of Trustees may not expect to return to their position until expiration of the leave; any request for an exception must be recommended by the president or a designee and approved by the District Board of Trustees.
 8. Any employee who does not receive an extension of leave and who does not report to work on the work day following the termination of leave, will be deemed to have voluntarily quit. If an emergency should occur and the employee is unable to report to work, the immediate supervisor should be contacted immediately to make the appropriate arrangements.
 9. Leave shall not be authorized for more than one (1) year, except for military leave. Leave beyond one (1) year may be renewed only upon the recommendation of the president and the approval of the District Board of Trustees.
 10. Accumulated sick leave and/or vacation leave, as appropriate, must be exhausted before the effective date of leave without pay.

Related Items

There are no related items for this Policy