

**POLICY: 6Hx28:3D-07.2**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 04-20-1994

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## **Personal Leave Without Pay**

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### **Policy Statement:**

- I. Personal leave without pay may be approved for a period not to exceed one (1) year. The president or a designee may approve personal leave for a period not to exceed thirty (30) work days. Any time over thirty (30) work days must be approved by the District Board of Trustees.
- II. Accumulated sick leave and/or vacation leave, as appropriate, must be exhausted before the effective day of personal leave without pay.
- III. Employees returning to work upon expiration of leave will be returned to their former position or an equivalent position.

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### **Procedure:**

A request for personal leave without pay will be initiated by the employee on a Certificate of Absence form.

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### **Related Documents/Policies:**

See Policy 6Hx28:3D-02 "Leave of Absence"  
See Policy 6Hx28:3D-07.1 "Leave for Personal Reasons"

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### **Policy History:**

Adopted 12-11-74; Amended 1-19-83; Formerly 6Hx28:7-05; Amended 11-18-92; Amended 4-20-94; Formerly 6Hx28:07-24

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**Procedure**

**History:**

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