

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

Personal Leave Without Pay

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.

Procedure:

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

Related Documents/Policies:

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

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

Procedure

History:

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

Repealed 12-12-2018