

# MANUAL OF POLICY

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**POLICY NUMBER:** II-28

**PAGE** 1 of 1

**POLICY TITLE:** All Personnel: Sick Leave


**LEGAL AUTHORITY:** FLORIDA STATUTES 1001.64(18) AND 1012.865

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 7/21/2009 and 7/19/2011

**DATE OF BOARD ACTION:** 7/1/1968, 6/2/1971, 9/6/1972, 11/1/1972, 1/10/1973, 5/14/1975, 2/27/1980, 7/20/1981, 3/26/1985, 9/5/1985, 4/29/1988, 7/23/1991, 7/19/2001, 6/24/2003, 9/29/2005, 7/21/2009 and 7/19/2011

- A. A full-time employee who is unable to report for duty at the College because of illness, or because of illness of father, mother, brother, sister, spouse, domestic partner or child, and consequently has to be absent from work, shall be granted leave of absence for sickness by the College President or designee. (See Family Medical Leave Act, "FMLA," at Policy II-30: All Personnel: Personal Leaves of Absence.)
- B. A full-time employee who is unable to report for duty at the College because of death of father, mother, brother, sister, spouse, child, or other close relative or member of his/her own household shall be granted a leave of absence for sickness by the College President, or designee.
- C. The College President is authorized to establish the following:
1. Voluntary Sick Leave Pool
  2. Voluntary Leave Donation Program
  3. Sick Leave Payment Program for Retiring Employees

See comparison Procedure 2501A: All Personnel: Leaves and Absences

	7/19/11
<b>CHAIRMAN</b>	<b>DATE</b>