

# MANUAL OF POLICY

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**POLICY NUMBER:** II-29 **PAGE** 1 of 1

**POLICY TITLE:** Voluntary Leave Donations

**LEGAL AUTHORITY:** FLORIDA STATUTES, SECTIONS 1001.64 and 1012.865


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

**DATE OF BOARD ACTION:** 6/21/2005 and 7/21/2009

This policy is adopted to enable full-time employees to donate their personally accrued leave to another employee who is experiencing a serious medical condition.

This policy provides approval for an employee, or a person acting on their behalf, to request donations of paid leave hours when an employee does not have sufficient personally accrued leave hours due to hospitalization or extended medical care as a result of a serious illness or injury to remain in a paid leave status.

See College Procedure 2515: Voluntary Leave Donations

	7/21/09
<b>CHAIRMAN</b>	<b>DATE</b>