

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2503

**PROCEDURE TITLE:** Personal Leave Without Pay for Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Employees

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-30 All Personnel: Personal Leaves of Absence

**EFFECTIVE DATE:** March 11, 1974

**LAST REVISION DATE:** February 3, 2005, June 2021; July 11, 2024; October 4, 2024

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## I. PURPOSE

To provide all employees with information and requirements pertaining to personal leave without pay and extended personal leave without pay.

## II. PROCEDURE

- A. Full-time employees may apply for personal leave without pay if it is necessary to be absent from their duties for paternity, adoption, pregnancy, childbirth, and related medical conditions, or for personal reasons. Personal leave without pay must be requested by the employee in advance so as to allow the supervisor to provide the final disposition of the leave request in a timely manner. See [Procedure 2503A](#) for additional information.
1. Personal leave may be granted in 30-minute/partial/full day increments of time not to exceed 30 calendar days.
    - a. When the period of personal leave is for 30 calendar days or less, the supervisor approves the leave request as submitted by the employee via Self Service in MDConnect Absence Management.

- b. Personal leave for 30 calendar days or less will not require a Request for Personal Action (RPA) unless the leave is granted per College Procedure 2502, section 2. C. 1.
- c. Extended personal leave in excess of 30 calendar days may be granted to professional exempt non-contractual and support non-exempt personnel for periods not to exceed one year. Professional exempt contractual personnel on annual contract may be granted personal leave not to exceed their current contract period.
- d. Personnel applying for 30 days or more of personal leave without pay must provide a six-week notice in writing to their respective supervisor or department head with a copy to the Associate Vice Provost of Human Resources or designee indicating the length of the leave and anticipated return date.

B. Required Documents:

1. Thirty (30) days or less

An absence request must be submitted by the employee via Self Service in MDConnect Absence Management with the appropriate justification. For the first four (4) days of personal leave no justification is required. The five days or more of personal leave without pay, justification to support the request is required. Documentation of approved 30-days or less shall be obtained from the Office of Talent Management.

C. Re-employment:

1. Re-employment rights are assured for all employees on approved personal leave for thirty (30) calendar days or less.
2. An employee returning from extended personal leave of more than thirty (30) days may be reinstated to the same position or to a position of like status and pay grade.
3. In the event that the position of an employee on extended leave is eliminated due to reorganization or reductions in work force, and there is no position available for the employee upon return from leave, the department head must promptly notify the Vice Provost for Human Resources. The Vice Provost of Human Resources will provide notification to the employee by certified mail that the position has been eliminated.
4. Employees granted extended personal leave must provide timely notification of their intent to return to duty within the specified leave period. Personnel returning from leave shall comply with the following provisions:

1. Personal Leave (more than 30 days)

Failure of the employee to provide written notice of intent to return to duty may relieve the College of any further employment obligations.

2. Employees who wish to return to duty prior to expiration of all approved leave should submit a written request to their immediate supervisor. When feasible, the supervisor may recommend early reinstatement.


3. Employees returning from personal leave granted for medical reasons must submit a physician's statement indicating the release to return and a return start date, their ability to resume duties, and that their personal health and safety, as well as that of their co-workers, is no longer endangered.

D. Replacement:

Vacancies created as a result of an employee being on extended personal leave shall be filled only by temporary employees. The Request for Personnel Action must reflect that employment is temporary and reflect a termination date.

E. Clearance requirements:

Before employees commence an extended personal leave, the supervisor must complete the Supervisor Checklist for Separating Employees. The individual may be permitted to retain the I.D. card for the duration of the personal leave period.

	
10/04/2024	
<b>PRESIDENT</b>	<b>DATE</b>