

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2503

PAGE 1 of 3

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

LAST REVIEW DATE: February 3, 2005

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.
 1. Personal leave may be granted in 30 minute 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 who normally approves the payroll roster may approve the leave.
 - b. The request for leave should be submitted on the Departmental Leave form and maintained in the departmental files.
 - c. Personal leave for 30 calendar days or less will not require a Request for Personal Action (RPA).
 2. Extended personal leave (more than 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.

- a. When the period of personal leave is in excess of 30 calendar days, approval in advance by the College President and the Board of Trustees is required.
- b. This includes leave granted in accordance with the provisions of Workmen's Compensation Law. The request for leave form must be forwarded by the employee through administrative channels to the appropriate department head.
- c. 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

Departmental leave form must be submitted to the department head with complete 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.

2. More than of thirty (30) days

1. Request for leave form, must be submitted to the department head with complete justification to support the request for personal leave. Personal leave for illness may be granted after all sick leave accumulation is exhausted.
2. A statement of verification from a physician will be required by the supervisor when personal leave for illness is more than of five (5) consecutive work days.
3. The department head will forward recommended applications to the Division of Human Resources for Board approval.
4. The Request for Personnel Action (RPA) must also be attached placing the employee in a non-pay status. When an employee is approved for extended personal leave, the supervisor must complete the Supervisor Checklist for Separating Employees form prior to the commencement date of the leave.


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 abolished 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 abolished.
 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 Board approved leave should apply 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 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. (Ref. Procedure 2132).

	
2/3/05	
PRESIDENT	DATE