

MANUAL OF PROCEDURES

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PROCEDURE NUMBER:	2503A
PROCEDURE TITLE:	All Personnel: Personal Leaves of Absence
STATUTORY REFERENCE:	FLORIDA STATUTE §1001.64 (3)(6)(18) FAMILY AND MEDICAL LEAVE ACT OF 1993 ("FMLA"); FLORIDA STATUTE §741.313; 29 U.S.C. 2611 STATE BOARD OF EDUCATION RULES 6A-14.0247(6), 6A.14.0262(7)
BASED ON POLICY:	II-2 All Personnel: Personnel Actions and Levels of Appeals; II-28 All Personnel: Sick Leave; II-30 All Personnel: Personal Leaves of Absence
EFFECTIVE DATE:	November 8, 2005; July 1, 2007
LAST REVISION DATE:	July 1, 2007
LAST REVIEW DATE:	November 8, 2005 Family Medical Leave Act ("FMLA") ; July 1, 2007

I. Personal Leaves Without Pay

1. Personal leaves may be granted without salary for an extended period of time, not to exceed one year, including use of FMLA leave to employees who find it necessary to be absent from normal duties for their own illness or the illness of a family member, pregnancy, adoption, childbirth and related medical conditions, paternity, or if he/she, or a family or household member of the employee has been the victim of domestic violence, or for personal reasons.
2. Full-time and eligible part-time employees who have been employed by the College may apply for personal leave if he/she, or a family or household member of the employee, has been the victim of domestic violence.

A. Eligibility

- An “eligible employee” is one who has been employed by the College for at least three (3) months.
- “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

B. Criteria

Domestic Violence Leave is granted in order to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- Obtain medical care/counseling for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- Obtain services from a victim-services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator;
- Seek legal assistance or attend and prepare for court-related proceedings arising from the act of domestic violence.

C. Limitations

- Full-time employees must exhaust all paid leave categories applicable to their position before use of this leave category is permitted.
- Eligible employees meeting the criteria are entitled to use a maximum of three (3) days unpaid leave in any 12-month period.
- The twelve (12) month period will be calculated in a rolling (twelve) month period measured backward from the date of leave.
- Except in cases of imminent danger to the health or safety of the employee, his or her family or household member, the employee must provide appropriate advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc.

3. Full-time and eligible part-time employees may apply for FMLA leave, subject to the requirements and the process set forth in the FMLA guidelines.

A. Eligibility

An "eligible employee" is one who has been employed:

- For at least twelve (12) months (not necessarily consecutively); and
- For at least 1,250 hours during the previous twelve (12) months

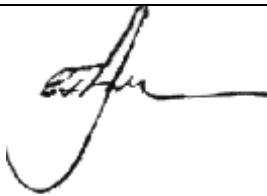
B. Criteria

FMLA leaves are granted:

- For employee's own serious health condition
- For the birth of a child and to care for the newborn child;
- For placement of a child for adoption or foster care; or
- To care for the employee's spouse, child, or parent with a serious health condition

C. Limitations

- Under FMLA eligible employees meeting the criteria are entitled to use a maximum of twelve (12) weeks of unpaid leave in any 12-month period.
- The twelve (12) month period will be calculated in a rolling (twelve) month period measured backward from the date of leave.

	4/18/2008
PRESIDENT	DATE