

MANUAL OF POLICY

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, 7/21/2009, 7/19/2011 and 7/16/2013

DATE OF BOARD ACTION: 6/21/2005, 7/21/2009, 7/19/2011 and 7/16/2013

Full-time employees may donate their personally accrued leave to an eligible employee, experiencing a serious medical condition.

This policy provides approval for an eligible 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

	7/16/13
CHAIRMAN	DATE