

# MANUAL OF POLICY

---

**POLICY NUMBER:** II-30

**PAGE** 1 of 1

**POLICY TITLE:** All Personnel: Personal Leaves of Absence

**LEGAL AUTHORITY:** FLORIDA STATUTES 1001.64(18)  
FAMILY AND MEDICAL LEAVE ACT OF 1993 ("FMLA"),  
29 U.S.C. 2611

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 6/17/2008, 7/21/2009, 7/19/2011 and 7/16/2013


**DATE OF BOARD ACTION:** 7/1/1968, 7/8/1970, 6/2/1971, 3/1/1972, 3/26/1979, 11/23/1981,  
11/24/1992, 9/21/1999, 6/24/2003, 9/29/2005, 6/19/2007, 6/17/2008,  
7/21/2009, 7/19/2011 and 7/16/2013

## **Family Medical Leave Act ("FMLA")**

### **A. 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.
2. 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, as published by the federal government.

See College Procedure 2503A: All Personnel: Personal Leaves of Absence

	7/16/13
<b>CHAIRMAN</b>	<b>DATE</b>