

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2501A **PAGE** 1 of 4

**PROCEDURE TITLE:** All Personnel: Leaves and Absences

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 1012.855 AND 1012.865  
STATE BOARD OF EDUCATION RULES 6A-14.0247(6), 6A-14.0262(7), 6A-14.0411(8) AND 6A-14.0432

**BASED ON POLICY:** II-2 All Personnel: Personnel Actions and Levels of Appeals

**EFFECTIVE DATE:** November 8, 2005

**LAST REVISION DATE:** June 9, 2015

**LAST REVIEW DATE:** January 14, 2014, June 9, 2016

## **I. PURPOSE**

To implement College Policy II-2: All Personnel Actions and Levels of Appeal.

## **II. PROCEDURE**

### **A. GENERAL**

1. All leaves shall be subject to the Florida Statutes, State Board of Education Rules and authority of the District Board of Trustees.
2. No leave shall be granted for any reason without prior approval by the College President, or designee. No action purporting to grant leave retroactively shall be recognized unless approved by the College President or designee. However, sick leave or other emergency leave may be deemed granted in advance if prompt report is made to the proper authority.
3. Leaves shall be granted in such manner as to maintain operation of the College with minimum disruption.
5. Any leave granted at the request of the employee shall be used for the purpose set forth in the leave request. Should the College President or designee have evidence, at anytime, that the employee is not using, or has not used, leave for the stated purpose(s), the leave may be terminated and any payments already paid may be recovered by the College through offset of current or future pay. Furthermore, the employee may be subject to disciplinary action up to and including termination.

6. Any employee who is absent for reasons other than sudden illness or emergency, without prior approval as prescribed, will be deemed willfully absent without leave. Furthermore, the employee may be subject to disciplinary action up to and including termination.
7. If an employee granted leave fails to return to duty at the termination of the leave, his/her employment shall be subject to cancellation by the Board.
8. All leaves, regardless of type, in excess of thirty (30) consecutive work days shall require District Board of Trustees approval, except those granted under the provisions of the Worker's Compensation Act.
9. No leave, except military leave, shall be granted at one time for a period greater than one contract year. Upon the recommendation of the College President, extensions of leave(s) may be granted by the District Board of Trustees. Automatic renewal of leaves shall not be allowed.
10. An employee on leave of absence with pay shall continue to earn leave credit.
11. Instructional personnel appointed to professional exempt contractual positions, who have a continuing contract as a faculty member or a year(s) of service in annual contract status, shall be considered on approved leave of absence from their instructional position by virtue of their appointment by the District Board of Trustees to an administrative position. Such employee(s) shall be entitled to return to continuing contract status, if applicable, at the end of the administrative appointment(s). This approved leave will protect their continuous service for contract purposes only.
12. Individuals authorized extended professional leave from the College to pursue additional training or advanced degree in the United States must attend either an accredited institution or an institution which is recognized as a candidate or correspondent for accreditation by one of the six regional accrediting associations in this country. Individuals authorized extended professional leave from the College who wish to attend a foreign institution must have the prior approval of the College President or designee.
13. The College reserves the right to retract any previously approved leave request for travel by any employee for a school sponsored activity when an official (international, national, state or local) advisory has been publicly posted. Such advisories may be for, but are not limited to, reasons of health, terrorism, civil unrest, weather or any other reason that Miami Dade College determines may jeopardize its employees.

#### B. VARIOUS LEAVES

1. Professional Staff Accrued Leave (PSAL) for Professional Exempt Contractual Personnel

A PSAL leave of up to two hundred twenty-five (225) hours may be granted to professional exempt contractual personnel. Leave shall accrue at the rate of seventy-five (75) hours each fiscal year, at the rate of 6.25 hours per month. An individual may accrue no more than two hundred and twenty-five (225) hours of PSAL. On an annual basis, the College may grant eligible employees the option of converting no more than seventy-five (75) hours of pay into a cash payment. Employees separating from the institution will only receive payment for PSAL accrued during the fiscal year in which the employee leaves the College, not to exceed seventy-five (75) hours through the terminal leave payment program.

2. Professional Development Leave for Professional Exempt Contractual Personnel
  - a) Professional Development Leave may be granted for the purpose of activities contributing to professional development, study, or retraining at the direction of the College President or designee.
  - b) Eligibility for Professional Development Leave may be established by having served at the institution in a professional capacity for a minimum of five (5) consecutive years.
  - c) Professional Development Leave shall be limited to 3% of the total number of Professional Exempt Contractual personnel. This leave may be granted for up to one (1) full year.
  - d) Exceptions and extensions may be granted by the College President or designee.
  - e) Eligibility to apply for an additional leave shall be established after having served five (5) consecutive years beginning with the date of the completion of the previous leave.
  - f) Criteria for selection and selection processes are outlined in College Procedures.
  - g) Professional Exempt Contractual Employees on Professional Development Leave may be compensated up to 100% of their annual salary as determined by the College President or designee.
3. Short Term Professional Leave for Professional Exempt Contractual Personnel
  - a) These leaves may be granted by the College President or designee to professional exempt contractual personnel with or without salary for a time period of no more than 30 consecutive days. .
  - b) The leave schedule will be based on the needs of the College.
  - c) The basis for granting such a leave is generally professional development or service to the College. Written documentation of the results of this leave must be furnished upon its completion.

4. Retraining Leave for All Personnel

This leave may be granted at the College President's discretion, with or without salary, for purposes of granting special retraining leaves not to exceed one year. The College President or designee may grant an extension.

5. Legislative Leave for All Personnel

a) Employees elected to serve in the State Legislature will be placed on Legislative Leave while conducting official State legislative business. The leave granted for this purpose shall require a salary reduction authorization at a rate equal to the daily salary paid state legislators.


b) The employee granted this leave may elect to utilize accrued vacation days, personal leave days and/or be eligible for short-term leave time. Should this occur, the salary reduction authorization will be adjusted by the number of vacation, personal leave or short-term leave days taken.

6. Extended Professional Leave For Professional Exempt Contractual Personnel

This leave may be granted to personnel without salary for periods in excess of thirty (30) days up to one (1) year and may be extended up to one (1) additional year. This leave is generally granted to further the employee's formal education at the graduate level.

7. Consulting Leave for Professional Exempt Contractual Personnel

Professional exempt contractual personnel may be approved for leave without pay for a maximum of ten (10) work days for consulting engagements during any **fiscal** year. There will be no reimbursement by the College for expenses. Such leaves require the prior approval of the College President or designee.

	
<b>PRESIDENT</b>	<b>6/09/2016</b>
	<b>DATE</b>