

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2510

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PROCEDURE TITLE: Absence Without Approved Leave

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1012.855, 1012.865, 250.48, 115.07
AND 115.09

BASED ON POLICY: II-30 All Personnel: Personal Leaves of Absence

EFFECTIVE DATE: October 8, 1975

LAST REVISION DATE: January 18, 2005

LAST REVIEW DATE: January 18, 2005

I. PURPOSE


To provide all employees with information concerning absence from duty when leave has not been duly authorized.

II. PROCEDURE

A. General: An employee absent from duty must be covered by duly authorized leave. Any employee willfully absent from duty without approved leave shall forfeit compensation for the time of such absence and shall be subject to disciplinary action, up to and including termination. If any employee granted leave fails to return to duty upon the expiration of the leave, his/her employment shall be subject to termination.

1. An administrator or supervisor having knowledge of an employee who is or has been absent from duty without approved leave must obtain approval from the Vice Provost of Human Resources or designee to place the employee on Personal Leave Without Pay and will not be compensated for any unauthorized leave.
2. The employee must then be promptly notified in writing that he/she is being recommended for Temporary Personal Leave Without Pay for the period of unauthorized absence.
3. The employee who has absented him/herself without prior approval shall justify such absence to the supervisor prior to return to the job.

4. The supervisor shall consult with Employee Relations to determine the validity and acceptability of such justification.
5. Employees permitted to return to work shall be advised in writing that further occurrences of this nature will result in disciplinary measures up to and including termination.

	
1/18/05	
PRESIDENT	DATE