

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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**Purpose**

The purpose of this procedure is to outline the process for granting Leave Without Pay.

**Procedure**

- A. Leave Without Pay may be granted to full-time College employees in accordance with Florida Statutes.
- B. An employee who is on personal Leave Without Pay for the major portion of the calendar month (one day more than half of the actual days in the month) earns no sick leave, annual leave or group insurance plan benefits for the month. Employees on an approved unpaid leave of absence may continue their health, vision and/or dental coverage and dependent coverage by personal payment of the premium to the Finance Department.
- C. Employees must be in a paid status during any portion of the work day before and the work day after an official College holiday, based on the employee’s work schedule, in order to receive pay for that holiday.
- D. The supervising administrator may grant Leave Without Pay for any period up to ten (10) consecutive work days. The College President, appropriate Vice President, or designee, may approve leave without pay for a maximum of six (6) months. It is the responsibility of the College President, appropriate Vice President, or designee, to submit requests for personal leave for any period beyond six (6) months to the Chief Human Resources Officer.
- E. It is the responsibility of the supervising administrator to ensure that Leave of Absence requests are submitted and approved in a timely manner during the absence of the employee.
- F. Only Leave Without Pay for study, professional or career development purposes will be considered for renewal for any time in excess of twelve (12) months.
- G. Full-time employees who are granted Leave Without Pay must work one (1) year from the date they return to full-time employment before they can reapply for a Leave Without Pay.
- H. If Leave Without Pay is granted to an employee it is the responsibility of the College President, appropriate Vice President, or designee, and the supervising administrator to hold the employee’s position open for the leave period. Personnel employed to fill the position may be employed only for the period of the approved leave.
- I. There is no automatic renewal of leave. The employee must apply for an extension thirty (30) days prior to the expiration of that leave.

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- J. If the employee fails to return to work by the date indicated on the leave form, the employee may be deemed to have abandoned their position. All conditions of the leave may be null and void. The position may be forfeited and may be advertised as a vacant full-time position in accordance with approved procedures.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: March 26, 2002, August 12, 2014, February 19, 2020, June 28, 2023

Reviewed Date: November 2, 2016, May 8, 2024