



POLICY: 6Hx28: 3D-02

Responsible Official: Vice President,
Organizational Development and Human
Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 04-16-2013

Leave of Absence

Policy Statement:

- I. Leave of Absence is defined as permission for an employee to be absent from his or her duties for a specified period of time with the right to return to employment without prejudice upon expiration of the leave. Leave may be with or without pay.
- II. Conditions:
 - A. The reasons for a leave of absence can vary from person to person. The most common reasons are for long term personal or family member illness and professional development. A leave of absence for the purpose of participating in activities which will be of professional benefit or advancement, including earning college credits and degrees, or which will be of benefit to an employee's profession or the college may be granted with or without pay. The president is authorized to establish procedures for granting Professional Development/Consulting Leave. Leave of absence for professional reasons will not be granted unless adequate provisions have been made to handle the regular duties of the employee.
 - B. Each request is evaluated and a decision reached based upon its particular merits and the need to protect the College against undue interruption or disturbance because of the absence of personnel and the need to ensure leave is granted or denied on a uniform basis. Leave shall not normally be authorized for more than one (1) year. The president or a designee may approve professional leave for a period not to exceed thirty (30) work days. Extended professional leave for more than thirty (30) work days must be approved

by the District Board of Trustees. Leave beyond one (1) year may be renewed based on the recommendation of the president and approval of the District Board of Trustees.

- C. All absences from duty will be covered by leave which is duly authorized and granted. Any employee who is willfully absent from duty without leave will forfeit compensation and will be subject to disciplinary action or discharge.
- D. An application for leave must make clear the purpose or cause for which the leave will be used. Leave granted with pay and not used for purposes set forth in the application constitutes falsification of records.
- E. If the condition under which the leave is granted should change and the employee still desires to remain on leave, the employee must request that the leave be re-approved for the new reason. A request for a change in leave status shall be made as soon as possible after a change in the conditions under which the original leave was granted. No request for change in leave status will be considered after the last effective date of the leave, e.g., a request to change leave status for a leave that was effective July 1 to June 30, shall be made in writing to the president prior to June 30.
- F. 12 month employees will continue to earn sick and vacation leave benefits during leaves of absence with pay while employees in positions of less than twelve (12) months under which vacation leave does not normally accrue will continue to earn only sick leave benefits during leaves of absence with pay.
- G. Employees are responsible for paying the full cost of any benefits continued during the unpaid leave.
- H. Employees who are granted a leave of absence by the District Board of Trustees may not expect to return to their position until expiration of the leave; any request for an exception must be approved by the President or a designee.
- I. Any employee who does not receive an extension of leave and who does not report to work as scheduled may be deemed to have voluntarily resigned. If an emergency should occur and the employee is unable to report to work, the immediate supervisor should be contacted immediately to make the appropriate arrangements.
- J. Accumulated/unused vacation and personal leave (See Vacation Leave and Leave for Personal Reasons policies) must be exhausted before the effective date of leave without pay if the purpose for the leave is not a qualifying reason for sick leave as established in Valencia College's Sick Leave Policy. Accumulated/unused sick leave will be used prior to the effective date of leave without pay if the purpose for the leave is an appropriate use of sick leave as defined in the Sick Leave Policy.

**Procedure
Statement:**

A request for a leave of absence will be initiated by the employee on a Certificate of Absence (COA) form. The COA form must be accompanied by a statement and supporting documentation, as necessary, to clearly state the purpose or cause for which the leave will be used and how long the absence is expected to be. Requests shall be made at least thirty (30) days in advance where the leave is foreseeable. Where the need for a leave of absence is foreseeable and employees do not comply with the thirty (30) day advance notice, employees may be required to explain why it was not practicable for them to give a full thirty (30) day notice. Where the leave is not foreseeable the request should be made as soon as practicable. The president, or a designee, will review the request and determine whether the leave of absence will be approved or denied.

**Policy
History:**

Adopted 1-19-83; Amended 11-18-92; Amended 4-20-94; Amended 3-22-95; Formerly 6Hx28:07-17; Amended 4-16-13

**Procedure
History:**

There are no historical items for this Procedure.