

**POLICY: 6Hx28: 3D-07.1**



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

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## **Leave for Personal Reasons**

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### **Policy Statement:**

A maximum of four (4) days per fiscal year may be charged against accrued sick leave for personal reasons. An employee must have an equivalent number of sick leave hours to take any leave for personal reasons up to 32 hours per fiscal year for 12 month employees and 28 hours per fiscal year for other-than 12 month employees. Leave for personal reasons shall be non-cumulative.

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### **Procedure Statement:**

A request for leave for personal reasons should be filed in advance utilizing the Valencia College Certificate of Absence form.

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### **Related Documents/Policies:**

See Policy 6Hx28:3D-07.2 "Personal Leave Without Pay"

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### **Policy History:**

Adopted 12-11-74; Formerly 6Hx28:8-05; Amended 1-19-83; Formerly 6Hx28:7-02; Amended 9-18-85; Amended 11-18-92; Amended 4-16-13; Formerly 6Hx28:07-16

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