

**POLICY: 6Hx28:3D-11**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

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

Effective Date: 11-18-1992

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## **Professional Leave and Extended Professional Leave**

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### **Policy Statement:**

- I. An employee may be granted professional leave with or without pay for a period not to exceed one (1) year 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 his or her profession or the institution. Professional leave will not be granted unless adequate provisions have been made to handle the regular duties of the employee.
- II. 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.

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### **Procedure:**

- I. A request for professional leave will be initiated by the employee on a Certificate of Absence form. The president, or a designee, will review the request and determine whether the leave will be with or without pay.
- II. Professional leave with or without pay will be granted only upon the basis of the employee's agreement and commitment, upon expiration of the leave period, to return to work at the College for a period of time at least as long as the period of paid leave granted and taken, provided that employment at the College is available. The employee, by accepting paid professional leave will be deemed to have made such a commitment, to be reduced to writing in the form of a legally binding Agreement, substantially in the form hereinafter set forth, under which the employee will be liable to reimburse the College for all pay and benefits (e.g., Florida Retirement System contributions, comprehensive medical insurance premiums, tuition waivers for employee and dependents, etc.) received while on professional leave, with interest at a reasonable rate based on personal loan rates at Orlando area banks, if he or she fails to honor such commitment.

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**Related Documents/Policies:**

None

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**Policy History:**

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-22

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Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-22