



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

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

Effective Date: 04-20-1994

---

## **Partial Leave**

---

### **Policy Statement:**

Full-time employees of the College may be granted partial leave in accordance with the Family/Medical Leave policy and/or personal leave without pay provisions of college policy. Such leave will not exceed twelve (12) months with the right of returning to full-time status, without prejudice, upon expiration of leave. An employee granted partial leave will receive the following benefits:

- I. Accrual of sick leave for each calendar month an employee works for the equivalent of at least one-half (1/2) the full-time schedule
- II. Accrual of vacation leave for each calendar month a 12-month employee works for the equivalent of at least one-half (1/2) the full-time schedule
- III. Retirement contributions on salary earned to be paid by the College
- IV. The employer's share of social security to be paid by the College. (The employee will continue to pay the employee's share of social security in accordance with federal law.)

---

### **Procedure Statement:**

- I. The college will continue to pay the cost of the medical insurance program and \$10,000 life insurance policy while the employee is on family/medical leave or if the employee works for the equivalent of at least one-half (1/2) the full-time schedule while on partial leave.
- II. Employees requesting partial leave will submit a written request to their immediate supervisor. All requests must subsequently be approved by the appropriate vice

president. Partial leave in excess of thirty (30) work days must be approved by the District Board of Trustees.

---

**Related Documents/Policies:**

None

---

**Policy History:**

Adopted 12-16-81; Amended 1-19-83; Formerly 6Hx28:7-17; Amended 5-16-84; Amended 11-18-92; Amended 4-20-94; Repealed 9-27-17; Formerly 6Hx28:07-18

---

**Procedure History:**

Adopted 12-16-81; Amended 1-19-83; Formerly 6Hx28:7-17; Amended 5-16-84; Amended 4-20-94; Repealed 9-27-17; Formerly 6Hx28:07-18