


PROCEDURE

Subject	Leave of Absence	Page 1 of 2	Number: 2.30. 05
Source	Human Resources		Reference (Rule #) 6HX14-2.30
President's Approval/Date: 8/12/10			

The State College of Florida, Manatee-Sarasota provides leaves of absence in accordance with State and Federal regulations, statutes and laws.

I. PURPOSE

The purpose of this procedure is to provide State College of Florida employees a policy for the appropriate use of Leaves of Absence.

LEAVE BENEFITS CONTINUE TO BE EARNED:

During leave of absence with pay, an employee shall continue to earn leave credit except while on extended professional leave, including sabbaticals.

MAXIMUM EXTENT OF NON-MEDICAL PERSONAL LEAVE:

No leave, except military leave, shall be granted at one time for a period greater than one year. However, leave may be renewed at the discretion of the board upon application. Each decision shall be based on the requirements of efficient operation of the College as well as on consideration of what is fair to the employee. Automatic renewals of leave shall not be allowed.

EXTENDED LEAVE FOLLOWING DEPLETION OF FMLA:

An employee, who is unable to immediately return to work following the expiration of an FMLA leave, may request additional time (up to three months (90 days)), subject to the approval of the department administrator (extended leave in excess of 30 days requires the approval of the area vice president and/or College President. In extenuating circumstances the President may grant a further extension of the leave (up to 365 days in total). The College does not guarantee that an employee's position will be available at the conclusion of the extended leave.

The employee may continue to use accrued vacation and sick leave during an extended leave. An employee who is a member of the sick leave pool may use this benefit in accordance with the Sick Leave Pool Rule 6HX14-2.51.

During a paid extended leave all insurance premiums will be deducted from the employee's accrued leave. Once all accrued vacation, sick leave and sick leave pool benefits are exhausted the employee will be on unpaid leave until the end of the extended leave. When an employee changes to an unpaid leave status, benefits will terminate and the employee may continue eligible health plans through COBRA.

PERSONAL LEAVE:

Personal Leave shall be without pay.

PROFESSIONAL LEAVE/TEMPORARY DUTY:

When mutually agreed upon, employees may be considered on temporary duty outside the College district for the purpose of performing other educational services, such as participation in school surveys, professional meetings, study courses, workshops, and other assignments as approved in accordance with College policies. Such assignment to temporary duty will ordinarily be initiated by the college administration and will be for the benefit of the College. Employees will receive their regular pay and may be allowed expenses as provided by law, and regulations of the State Board of Education and the Board.

ILLNESS-IN-LINE-OF-DUTY LEAVE: see Workers Compensation Procedure (2.50.01)

FAMILY AND MEDICAL LEAVE ACT: see FMLA Procedure (2.30.01)

Leave under the Family and Medical Leave Act of 1993 shall be available to all employees in accordance with SCF Procedure 2.30.01.

COURT RELATED LEAVE:

Employees are encouraged to fulfill jury-duty service as their civic responsibility. An employee summoned to court related service shall immediately inform the supervisor. Leave with pay shall be permitted to all employees for jury duty or when subpoenaed as a witness.

MILITARY LEAVE: see Military Procedure (2.30.03)

Requests for leave due to military service will be honored in accordance to SCF Procedure 2.30.03.

DOMESTIC VIOLENCE LEAVE: see Domestic Violence Procedure (2.30.04)