


# PROCEDURE

<b>Subject</b>	Absences – Personal Reasons	<b>Number:</b> 2.45.01
<b>Source</b>	Human Resources	<b>Reference (Rule #)</b> 6HX14-2.45
<b>President’s Approval/Date:</b>		10/23/2017

State College of Florida, Manatee-Sarasota (“SCF”) provides personal reasons absences in accordance with Florida Statute, 1012.865.

## I. Purpose:

The purpose of this procedure is to provide SCF employees a policy for the appropriate use of personal reasons absences.

## II. Eligibility:

All benefit eligible employees are eligible for personal reasons absences.

## III. Entitlement:

A full-time employee is permitted to be absent not to exceed four (4) days annually for personal reasons; provided, however, that allowable absences for personal reasons are non-cumulative, and must be charged to accrued sick leave in accordance with Rule 6HX14-2.45, “Sick Leave.”

## IV. Procedure:

Personal reasons absences are requested and approved in advance. The employee must complete the SCF Leave of Absence form and obtain approval from his/her immediate supervisor or department director. Approval is granted at the discretion of the supervisor based on departmental needs. When these needs preclude the director from approving the requested absence(s), the supervisor should work with the employee to find a mutually agreed upon alternative.