

Policy Title:	Leave Without Pay	<u>Number</u> 6Hx20-4.019
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 1

~~An employee who finds it necessary to be absent for the period of time up to twelve (12) weeks may apply to his or her supervisor for leave without pay for the period of time required. The application shall set forth clearly the length of leave requested and the reasons therefore. If the request for leave without pay is for reasons related to the Family and Medical Leave Act (FMLA), the requestor should inform his or her supervisor, indicate this on the Leave Without Pay Request Form, and consult Human Resources for processing. Leave without pay for a period of time up to twelve (12) weeks must be approved by the President or his or her designee.~~

~~Leave without pay for a period of time in excess of twelve (12) weeks may be granted by the President, or his or her designee with approval of the Board of Trustees. Leave shall not under any circumstances be authorized for more than one year except for military leave. Leave may be renewed, but not automatically.~~

~~An employee incapacitated because of physical or mental illness may with approval of the President be placed on leave without pay until such time as the employee is medically able to return to work. Before placing an employee on a mandatory leave of absence, Pensacola State College shall obtain a certificate from a physician stating that such employee is not physically or mentally able to perform his or her regularly assigned work at the College. If an employee is unable to work because of a "serious health condition" according to the FMLA, and is in an unpaid leave status for a period of time in excess of twelve (12) weeks, the leave status will be considered to be unpaid FMLA leave for the first twelve (12) weeks and the time beyond twelve (12) weeks will be considered a separate leave without pay period. If an employee continues to be incapacitated for a period of time in excess of twelve (12) weeks, the Board may terminate such employee's employment with the College.~~

History:	Adopted 6/19/73 as 6A-8.743; repromulgated 4/2/75 as 6Hx20-14.442, amended 4/20/75, amended 2/22/83; repromulgated 4/29/86, amended 1/18/94; amended 2/21/06.
President's Signature:	Date: 02/21/2017

