

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.241

TITLE	ADMINISTRATIVE LEAVE
REFERENCE	SBR 6A-14.0247
HISTORY	New Policy, January 1997

Local Language

Administrative Leave is time allowed by the College which does not affect an employee's accrued or earned leave. Administrative leave includes leave to vote, therapy sessions for job-related injuries, and time off due to a natural disaster. Granting of administrative leave shall be determined on the basis of policies designed to protect the operations of the College against undue interruption.

Leave to Vote

Employees are allowed one hour of administrative leave on election day for the purpose of voting. The time of day when the hour is taken shall be determined by the immediate supervisor.

Worker's Compensation

Employees who are required to attend regularly scheduled therapy sessions due to a job-related injury are allowed to use administrative leave. Supervisors may request a physician's statement. Requests should be submitted in writing.

Natural Disaster (such as hurricane, flood, tornadoes, and earthquakes)

Employees who suffer personal damage due to a natural disaster may use Administrative Leave. The days and conditions will be approved by the supervisor, vice president and/or president of the college.

Leave for Court Purposes

When on jury duty or when subpoenaed as a witness when not a principal in the litigation, community college personnel shall receive court related leave with pay, shall retain any fees earned, and shall not be paid by the college for meals, lodging, or travel.

When a principal in personal litigation, an employee shall not receive court related leave.

When involved in litigation on behalf of the college or due to action in line of duty as an employee, college personnel shall be considered on duty and shall turn over to the college any fees received from the court.