

NORTHWEST FLORIDA STATE COLLEGE  
**Policy Number 6Hx17-5.19**

TITLE	LEAVES OF ABSENCE - GENERAL
REFERENCE	FS 1001.64
HISTORY	Local Language Revised November 1996

## **Local Language**

### **Absence From Duty**

Rules of the Board of Trustees shall provide for the absence of college personnel from duty. Such rules shall assure continuation of efficient service and uniform treatment of employees within the same classifications.

### **Leave of Absence**

Leave of absence is the Board of Trustees' authorization for an employee to be absent from duty for a specified time without prejudice. Leave shall be authorized for a specific purpose in advance, except that leave for sickness or other emergencies may be approved if reported promptly to the proper authority. Leave shall be used for the authorized purpose or revoked. Leave may be with or without pay.

### **Leave Credit**

College personnel shall earn leave credit while on leave with pay, except for professional leave beyond thirty (30) days, and for vacation leave associated with termination of employment.

### **Absence Without Leave**

College personnel willfully absent from duty without leave shall forfeit compensation for the time of absence and shall be subject to dismissal.

All personnel shall be obligated to be on duty throughout their scheduled and/or obligated hours of service, unless specifically on proper, authorized leave of absence.

### **The minimum leave period shall be one-half hour.**

Extension or renewal for a period beyond one year of any leave shall be by action of the Board of Trustees on recommendation of the President.