

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVIEWED</b>	
6Hx7-3.27 Leave	November 2, 2016		

## Purpose

The purpose of this procedure is to outline the process for granting unpaid professional leave to non-faculty College employees.

## Procedure

- A. Professional Development leave may be granted to non-faculty College employees in accordance with Florida Statutes and State Board of Education Rules. Leave for study or professional development may be considered for renewal for any time in excess of nine (9) months.
- B. An employee who has a minimum of ten (10) years of creditable service, excluding any periods of leave of absence, in the Florida State Retirement System, shall be eligible to apply for unpaid professional leave for up to nine (9) calendar months.
- C. The employee must return to employment for thirty (30) calendar days in a regularly established position immediately upon termination of the leave of absence or employment may be terminated.
- D. Salary for this position will be at the same level as the employee was earning prior to the leave, though the position title may be different.
- E. Application for such leave shall be made through procedures to be established by the College President. Approval of such leave, by the appropriate supervising Cabinet member, shall be deemed to be in the best interest of the College.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 12, 2014

Reviewed Date: November 2, 2016