

Policy Manual



Title: Employee Time Off	Number: 6Hx2-3.11
Legal Authority: Fla. Statutes 1001.64 (4) (b); 1001.65 (3); 1012.865, 741.313, 119, Family and Medical Leave Act of 1993, as amended 2008.	Page: Page 1 of 2

GENERAL STATEMENT

In accordance with *Florida Statutes, Florida State Board of Education Administrative Rules, Family and Medical Leave Act of 1993* and procedures established by the President, full-time College employees may request time off when it is necessary to be absent from duty. All requests for time off by employees shall be covered by leave duly authorized, granted, reported, and recorded.

THE POLICY and THE FACULTY and STAFF

Employees who are absent from work for three (3) consecutive days due to illness or when attendance history shows a pattern of sick leave usage which impacts an employee's ability to perform to standard, the employee may be required by the employee's supervisor to submit to the Talent and Culture Benefits Department a medical note from a licensed medical professional attesting to an illness(es), subject to the terms and conditions of an applicable bargaining agreement or college policies. Failure to provide the requested medical note will cause the employee to be considered Absent Without Approved Leave (AWAL). Any employee who is absent without approved leave shall forfeit compensation for the time of such absence and may be subject to disciplinary action up to and including dismissal.

College personnel shall earn time off credits while on approved time off with pay except for those time off categories excluded in College Procedure A6Hx2-3.11. All approved time off from duty requires prior approval with the exception of unanticipated sick, personal leave, bereavement, and workers' compensation.

Request for time off must be submitted via the College's timekeeping platform and must be approved by the employee's immediate supervisor or, in their absence, the employee's next delegated approver. For all time off requests requiring prior approval, either the date of approval must be prior to the effective date for the leave or a notation must indicate the date actual verbal approval was given. Leave cannot be used after an employee has separated from the college. All accrued leave payouts are addressed in College Policy 6Hx2-3.16, Terminal Pay.

IMPLEMENTATION and OVERSIGHT

The Executive Director of Talent and Culture has responsibility for the implementation and oversight of this policy.

VIOLATION OF POLICY

Policy violations and appeals shall be investigated by the Executive Director of Talent and Culture and/or their designee. Leave abuse shall subject the employee to appropriate disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.

History: Revised on February 24, 2009, revised on September 25, 2012, revised and re-titled on August 10, 2021			
Approved by the Board of Trustees	Date: 08/10/2021	President's Signature 	Date: 08/10/2021

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- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 2.23.
- For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and Federation of Public Employees, Article 2.

TYPES of TIME OFF

Definitions may be found in College Procedure A6Hx2-3.11 Employee Time Off.

- Absence covered under the Family and Medical Leave Act (FMLA) – See College Policy 6Hx2-3.57
- Administrative Leave With Pay
- Administrative Leave Without Pay (LWOP)
- Bereavement Leave
- Court Related Leave (in conjunction with BC employment)
- Domestic Violence Leave
- Excess Vacation as Sick (TREVS)
- Extended Leave of Absence
- Jury Duty Leave
- Long Term Disability
- Military Leave With Pay – See College Policy 6Hx2-3.39
- Military Leave Without Pay – See College Policy 6Hx2-3.39
- Parental Leave
- Personal Leave With Pay
- Personal Leave Without Pay
- Professional Leave With Pay
- Professional Leave Without Pay
- Sabbatical – See College Policy 6Hx2-4.27
- Sick With Pay
- Sick Without Pay
- Vacation
- Workers Compensation

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