

**LAKE-SUMTER STATE COLLEGE  
BOARD RULE**

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**TITLE:** Leaves

**NUMBER:** 5.13

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**AUTHORITY:** Federal Family and Medical Leave Act  
of 3 Florida Statutes 1001.64 (18); 1012.865; 250.48; 741.313; SBE 6A-14.0432

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**HISTORY:** New: 7/1/65  
Amended: 8/1/68, 9/12/73, 1/20/93, 6/19/96, 6/16/99, 1/17/01, 3/20/02, 3/20/07,  
10/16/07, 3/18/08, 4/1/2016, 9/17/18

**DATE ADOPTED:**

3/18/08

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**REFER TO PROCEDURE NUMBER:**

PRO 5-11

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The following leaves of absence are authorized by the District Board:

1. Vacation Leave

All regular employees employed on a twelve (12) month basis are entitled to accrue vacation leave.

Employees may not use vacation leave during their probationary period (first ninety days of employment).

2. Sick Leave

All regular full-time employees are entitled to accrue sick leave.

3. Holidays and Other Paid Non-Duty Days

All full-time employees and regular part-time employees in twelve month positions who work 20 or more hours per week shall observe holidays and other paid non-duty days.

4. Personal Leave

All full-time employees may take up to four (4) days from their allocated sick leave days for personal reasons each fiscal year (July 1-June 30). Personal leave cannot be accumulated. Used personal leave is charged to sick leave.

5. Workers' Compensation Leave

All full-time employees shall receive up to twelve (12) days leave with pay in one calendar year when absence is necessary due to a work-related injury.

6. Administrative Leave

A continuing contract employee, who has accepted annual employment outside of his or her faculty contract status, may be granted an Administrative Leave of Absence that provides for the return of the employee to continuing contract status. The Administrative Leave of Absence from continuing contract faculty may be granted on an annual basis.

7. Professional Leave (Temporary Duty)

Professional leave, or temporary duty, is a temporary assignment used for providing educational services, attending meetings and workshops, etc., for the benefit of the College. The employee requesting temporary duty must submit a Travel Request and Reimbursement form.

8. Sabbatical Leave

Sabbatical leave may be granted to full-time College-funded faculty or administrative employees who have been employed as full-time LSSC employees for at least five (5) years. The duration of a sabbatical leave period shall not be longer than the employee's contract period, or less than one semester. The governance of the administration of sabbatical leave is detailed in the Administrative Procedures 5-10.

9. Court-Related Leave

Court-related leave is leave with pay, and used when an employee is on jury duty or subpoenaed as a witness in a court proceeding. When not involved in litigation on behalf of the College, an employee serving as a witness for a court proceeding may retain any fees earned. If an employee is involved in a court proceeding on behalf of the College, the employee is on duty, and all fees must be relinquished to the College.

10. Military Leave

Military leave shall be granted to employees who are ordered to federal or state military duty training, including the National Guard. The first thirty (30) days of such leave shall be paid leave. Leave used beyond the thirty (30) days shall be without pay.

11. Family and Medical Leave Act (FMLA)

As mandated by federal law, eligible employees are entitled upon request to leave without pay for specified qualifying events. An employee may use paid leave (vacation or sick) as a substitute for unpaid leave. See Administrative Procedure 5-

31 for details of eligibility, qualifying events, and leave time permitted.

**12. Domestic Violence Leave**

Employees may be granted up to three (3) days of unpaid leave (per Florida State Statute 741.313) in any twelve (12) month period if the employee, or family or household member of an employee, is the victim of domestic violence. Before receiving this leave, all annual vacation leave, personal leave and sick leave must be exhausted. Except in cases of imminent danger to the health or safety of the employee or family or household member, the employee must provide appropriate advance notice of at least three (3) days of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, order to appear in court, etc.

**13. Unauthorized Absences**

Unauthorized absences will not be paid leave, and may subject the employee to disciplinary action, including termination.