

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Personal Leave	<b>NUMBER:</b> 04-31
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1012.865(2)(c) Florida Administrative Code: 6A-14.0261	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 04-27</a> and <a href="#">Administrative Procedure 04-27AP</a>: Absence from Duty</li> </ul>
<b>DATE ADOPTED:</b> 12/01/97; Revised 03/15/99, 11/22/10	

**A. Accrual**

Personal Leave is allocated for employees in established positions.

**B. Maximum Accumulation of Leave**

A maximum of 32 hours per fiscal year may be charged to accrued sick leave for personal (non-sick) reasons. Unused leave for personal reasons shall not be carried over to the next fiscal year.

**C. Using the Leave**

Personal leave requires completion of a Leave Request form and should be approved in advance by the appropriate supervisor.

If an unforeseen emergency prevents an employee from requesting leave in advance, the employee should notify the supervisor as soon as possible.