

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

TITLE: Leave of Absence Without Pay	NUMBER: 04-32
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 04-27 and Administrative Procedure 04-27AP: Absence from Duty • Board Policy 04-38 and Administrative Procedure 04-38AP: Maternity Leave • Board Policy 04-39 and Administrative Procedure 04-39AP: Parental Leave
DATE ADOPTED: 12/01/97; Revised 05/15/00, 01/22/01, 11/22/10	

Leave of absence without pay for a period of up to three (3) months, excluding leave approved under the Family and Medical Leave Act may be granted by the President or Executive Team Member. However, the use of leave without pay is not allowed when there is sufficient leave available for use. Any leave without pay or extension of leave without pay beyond three (3) months must be approved by the President.

Each decision to grant leave without pay shall be based on the requirements for the efficient operation of the College.

Any employee in a leave-without-pay status for an entire pay period electing to continue benefits must reimburse the College for the monthly college-paid insurance premiums for that period. This does not apply to a leave period approved under the Family and Medical Leave Act except as provided in that policy.

If an employee is in leave-without-pay status the day preceding or the day following a holiday, or a college-closed period, the employee shall not receive pay for the holiday(s) or college-closed period.