

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

TITLE: Administrative Leave	NUMBER: 04-33
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: Sick Leave Policy 6Hx27:04-29. Essential Personnel Procedure 04-48
DATE ADOPTED: 12/01/97; Revised 01/22/01, 08/21/06, 11/22/10, 05/15/17; 10/16/17	

Administrative leave are absences authorized for College employees in established positions. Administrative leave must be approved by the immediate supervisor and/or an Executive Team Member.

**A. Use of Administrative Leave**

Administrative leave shall only be used as authorized in this section. Administrative leave shall not be granted except on an employee’s regular workday and shall not exceed the number of hours in the employee’s normal workday. Hours granted as administrative leave shall not be included as hours worked for the purpose of computing overtime. An employee should submit a leave request form within the College’s personnel management system for the administrative leave to his/her supervisor.

1. Bereavement  
An employee shall be granted up to 3 days of administrative leave with pay for the death of an immediate family member as defined in the Sick Leave Policy No. 6Hx27:04-29.
  
2. Elections  
An employee who lives at such distance from the assigned work location as to preclude voting outside of working hours may be authorized a maximum of two hours of administrative leave with pay for this purpose. Any other employee may be granted one hour of administrative leave with pay for the purpose of voting during normal working hours. An employee shall not be granted administrative leave to work at the polls during elections.

3. Court

- a. An employee who is summoned as a member of a jury panel shall be granted administrative leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday. If the jury duty does not require the employee's absence for the entire workday, the employee shall return to the office immediately upon release by the court. The College will not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- b. An employee subpoenaed as a witness in a court or administrative hearing, excluding personal litigation or service as a paid expert witness, shall be granted administrative leave with pay, not to exceed three days. The employee will not be reimbursed by the College for meals, lodging, and travel expenses incurred while serving as a witness.
- c. An employee subpoenaed in the line of duty to represent the College as a witness or defendant shall not be granted administrative leave, and appearance in such cases shall be considered as hours worked. The employee shall be paid any eligible per diem and travel expenses and shall be required to turn over to the College any fees received from the court.
- d. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness; however, an employee may be granted annual leave in such cases with the approval of the supervisor.

4. Natural Disasters and Temporary Hazardous Conditions

When the College is closed because of natural disasters such as hurricanes, tornadoes, floods, or other temporary hazardous conditions, employees shall be granted administrative leave with pay. Any employee who is required to work to provide essential services will be compensated as outlined in College's Essential Personnel Procedure 04-48AP.

5. Mentoring

An employee in a Board-established position may be granted up to three hours of administrative leave with pay per week, not to exceed five hours per month, to participate in the following educational or community voluntary activities:

- a. Mentoring, tutoring, guest speaking and, when participating in an established mentoring program serving a school district, providing any related services at the direction of the program or volunteer coordinator.
- b. Participating in community service programs for agencies that are approved 501(C)3 organizations in the State of Florida.

Administrative Leave for mentoring purposes for less than full-time employees will be prorated based on the assigned FTE for the position.

In granting administrative leave for mentoring, the supervisor shall take into consideration the impact of such leave on the employee's work unit.

6. Disaster Relief Services

An employee may be granted administrative leave with pay not to exceed 3 working days and administrative leave without pay not to exceed 12 working days when approved by the appropriate Vice President. (Total paid leave not to exceed 3 working days in any 12 month period. Maximum leave not to exceed 15 working days in any 12 month period.) This leave may be granted to participate in specialized disaster relief services for the American Red Cross or the Florida Division of Emergency Management providing:

- a. The employee must be certified as a disaster service volunteer of the American Red Cross or by the Florida Division of Emergency Management.
- b. The employee offers services relating to a disaster within the boundaries of the State of Florida. Upon the recommendation of an Executive Team Member, the President may approve an employee's provision of disaster relief services in the continental United States.
- c. The employee must provide documentation to his/her supervisor from the American Red Cross or the Florida Division of Emergency Management of the services that he/she has been asked to provide.

Employees granted leave under these provisions shall not be eligible for worker's compensation for injuries sustained during the performance of their voluntary service.

7. Civil Disorders or Disasters

Employees who are members of a volunteer fire department, police auxiliary or reserve, civil defense unit, or law enforcement organization may be granted administrative leave upon the approval of a Vice President when such employees are called to perform duties in times of civil disturbances, riots, and natural disasters.

Documentation of the employee's request for services must be provided. Employees granted administrative leave under this provision shall not be eligible for worker's compensation for injuries sustained during the performance of their voluntary service.

An employee may be granted administrative leave for Civil Disorders or Disasters with pay not to exceed 3 working days and administrative leave without pay not to exceed 12 working days when approved by the appropriate Vice President. (Total paid leave not to exceed 3 working days in any 12 month period. Maximum leave not to exceed 15 working days in any 12 month period.)

8. Formal Investigation

An employee who is under formal investigation for violation of a College policy or governing law, rule or regulation for which dismissal is a penalty, will be placed on

administrative leave with pay if the employee's presence at the work location would jeopardize the investigation or is not in the best interest of the College.

9. Administrative leave for Protection of the College's Best Interests

The President is authorized to place an employee on Administrative Leave with pay when such action is determined to be in the best interest of the College; considering factors such as security or safety of the College's employees, students, facilities, business interests or other resources.