

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	ABSENT WITHOUT LEAVE	03-1013	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7 3.27 Leave	November 2, 2016		

Purpose

The purpose of this procedure is to outline the process associated with absent without leave.

Procedure

- A. All employees are required to report their absences in advance through Absence Management in myFSCJ, with the exception of illness or emergency, to ensure the orderly operation of the College.
- B. Failure to return to duty at the end of any approved leave, or leave taken without authorization may result in forfeiture of compensation and benefits for the time of such leave and will be grounds for immediate dismissal.
- C. An administrator or supervisor having knowledge of an employee in their area of responsibility being absent without having submitted a request for leave through Absence Management in myFSCJ should submit an absence request on behalf of the employee.
- D. Unauthorized absence from work by a College employee for a period of five (5) consecutive working days may be considered abandonment of position or may be considered by the College as having resigned without notice.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: August 12, 2014, November 2, 2016