COLLEGE of CENTRAL FLORIDA	**COLLEGE of CENTRAL FLORIDA** **ADMINISTRATIVE PROCEDURE**

Title: Personal Leave	
Page 1 of 1	**Implementing Procedure For Policy # 6.14**
Date Approved/Revised: 2/02/04	**Division: Administration and Finance / Human Resources**

A full-time employee may be granted four (4) days (not to exceed 30 hours) leave per fiscal year for personal reasons, including emergencies. Refer to Board Rule Policy 6.14. Leave for personal/emergency reasons are charged against sick leave and are non-cumulative.

Personal Leave:

1. A maximum of four days per fiscal year may be charged to accrued sick leave for personal (non-sick) reasons. Leave for personal reasons shall be non-cumulative.

2. Personal leave requires completion of a Leave Request and Authorization form and should be approved in advance by the appropriate supervisor. Faculty members should make arrangements for class substitutes prior to taking leave.

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

Vice President, Administration & Finance		Date:
Approved by President		Date:

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