

RULE

Subject	Absences – Career Employees	Number: 6HX14-2.02
Authority	F.S. 1001.64, 1012.865	Date: 3/16/05
History	1/18/84, 2/16/00	
Source	Human Resources	

Absences from the campus by career employees will be charged to sick leave, annual leave, or personal leave (leave without pay) on an hourly basis. Career employees will be charged for each quarter hour of absence.

When an employee finds it necessary to be absent from work for illness or other emergency, the employee shall notify the immediate Supervisor, Director or Department Chair as appropriate before the beginning of the College day or as soon as possible. Annual leave or personal leave will be approved in advance in accordance with college procedures.