

RULE

Subject	Absence – Administrators and Other Professionals	Number: 6HX14-2.03
Authority	F.S. 1001.64, 1012.865	Date: 3/16/05
History	1/18/84, 2/16/00	
Source	Human Resources	

Annual or sick leave will be charged in increments of one-half day or more. Any absence for the period must be documented by an annual leave or sick leave form. For extenuating circumstances or personal reasons, absence may be charged to sick leave as authorized by other procedures.

Absences of less than a half-day may be granted without charge to annual or sick leave. In these instances, the individual must clear the proposed absence in advance with the immediate supervisor.