

**Palm Beach State College****Board Policy**

<b>TITLE</b>	Leave for Personal Reasons	<b>NUMBER</b> 6Hx-18-5.09
<b>LEGAL AUTHORITY</b>	1012.865 FS, 1001.64 FS, 1001.65 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Formerly P006.00; Readopted 2/27/1975; Amended 2/20/1977, 7/26/1979, 2/19/1986, 6/19/2001, 5/12/2009	

1. A full-time employee may use a maximum of four (4) personal leave days per fiscal year to be charged to unused accrued sick leave.
2. Leave for personal reasons shall be non-cumulative; therefore, unused personal leave may not be carried over to the next fiscal year except as accrued sick leave.
3. Leave for personal reasons must be approved by the supervising administrator on a leave form or by utilizing the online leave system.