

Leave forms can be found at <https://www.famu.edu/administration/division-of-finance-and-administration/human-resources/forms.php>

## 1. Annual Leave

- a. Accrual of Annual Leave
  - i. Full time faculty appointed for more than nine months, except faculty on academic year appointments, shall accrue annual leave at the rate of 6.769 hours by weekly of 14.667 hours per month.
  - ii. Part time faculty members appointed for more than nine months, except as faculty members on academic year appointments shall accrue annual leave at a rate directly proportionate to the percent of time employed.
- b. Academic year faculty, faculty appointed for less than nine months and OPS faculty shall not accrue annual leave.
- c. All requests for annual leave shall be submitted by the faculty using the FAMU Leave Report Form to the supervisor (DEAN) as far in advance as possible and appropriate. Approval of the dates on which the faculty member wishes to take annual leave shall be at the discretion of the supervisor (DEAN) and shall be subject to the consideration of the department or unit and organization (School of Architecture & Engineering Technology) scheduling. Typical examples of annual leave include but is not limited to:
  - i. Any activity where the faculty member will be away from campus 4 hours or more in a business day.
  - ii. Vacation and/or travel days.

## 2. Sick Leave

- a. Accrual of Sick Leave
  - i. Full time faculty shall accrue 4 hours of sick leave for each biweekly pay. Or the number of hours that are directly proportionate to the number of days worked during less than a full pay period, without limitation as to the total number of hours that may be accrued.
  - ii. A part time faculty shall accrue sick leave at a rate directly proportionate to the percent of time employed.
  - iii. A faculty appointed on the other Personnel services OPS shall not accrue sick leave.
- b. All requests for sick leave shall be submitted by the faculty using the FAMU Leave Report Form to the supervisor (DEAN). Uses of sick leave:
  - i. The faculty members personal illness or exposure to a contagious disease which would endanger others.
  - ii. The faculty members personal appointments with the health care provider.
  - iii. The illness or injury of a member of the faculty members immediate family at the discretion of the supervisor. Approval of request for use of reasonable amounts of sick leave for caring for a member of the faculty members immediate family shall not be unreasonably withheld. Immediate family means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the faculty member and the spouse, and dependents living in the household.
  - iv. The death of the faculty members immediate family at the discretion of the supervisor. Approval of request for use of reasonable amounts of sick leave for the death of a member of the faculty's immediate family shall not be unreasonably withheld.
  - v. A continuous period of sick leave commences with the first day of absence. And includes all subsequent days until the faculty member returns to work. For this purpose, Saturdays, Sundays, and official holidays observed by the state shall not be counted unless the faculty member and scheduled to perform services on such days. During any seven day period, the maximum number of days of sick leave charge shall be 5.
  - vi. A faculty member who becomes eligible for the use of sick leave while on approved annual leave shall, upon notifying the supervisor, substitute the use of accrued sick leave to cover such circumstances.

3. **Disability Leave.** If you're injured on the job in Florida and your injury is covered by Workers' Compensation, you're eligible for disability leave. During this time, you can take paid leave to cover the following according to [www.mybenefits.myflorida.com](http://www.mybenefits.myflorida.com):
  - a. Initial Treatment: The first 40 hours away from work to seek medical treatment or therapy.
  - b. Medical Appointments: An additional 48 hours away from work for medical appointments and therapy, provided you have written documentation from the state's authorized Workers' Compensation medical provider that you're still under medical treatment.
4. **Administrative Leave.** A faculty member who is summoned as a member of a jury panel or subpoenaed as a witness in a manner not involved in the faculty members personal interest shall be granted leave with pay and any jury or witness fees shall be retained by the faculty members. Leave granted hereunder shall not affect the faculty members annual or sick leave balance.
5. **FMLA.** The Family and Medical Leave Act of 1993 (FMLA) is the common name for the federal law that entitles employees to receive up to 480 hours of leave without pay for qualified family or medical reasons during one year (July 1 – June 30). The University shall approve FMLA leave for an eligible faculty member, as long as the reasons for absence qualify under the FMLA and the faculty member has not exhausted the faculty members 480 hours within the appropriate 12-month period for such leave. The faculty member may request FMLA leave as accrued leave, leave without pay, or a combination of both. Medical certification required. FAMU awards two types of FMLA leave:
  - a. Annual
  - b. Sick
  - c. Bereavement (see also section 2B IV above)
6. **Military Leave.**
  - a. Short-term Military Training. A faculty member who is a member of the United States Armed Forces Reserve, including the National Guard, upon presentation of a copy of the faculty members official orders or appropriate military certification shall be granted leave with pay during periods in which the faculty member. Is engaged in annual field training or other active or in active duty for training exercises. Such leave with pay shall not exceed 17 workdays in any one federal fiscal year (October 1-September 30).
  - b. National Guard State of Florida Service. A faculty member who is a member of the Florida National Guard shall be granted leave with pay on all days when ordered to active service by the state. Socially with pay shall not exceed 30 days at any one time.
7. **Leave Without Pay (Authorized/Unauthorized).** Upon request of a faculty member, the President or representative shall grant a leave without pay for a period not to exceed one year unless the President or representative determines that the granting such leave would be inconsistent with the best interest of the University. Such leave may be extended upon mutual agreement.
8. **Parental Leave.** A faculty member shall be granted a parental leave not to exceed 6 months when the faculty member becomes a biological parent, or a child is placed in the faculty's members home pending adoption. Foster care is not covered under the parental leave but is provided through the FMLA provisions. The period of parental leave shall begin no more than two weeks before the expected date of the child's arrival.