



**Compulsory Leave # 1710.065**

<b>INITIAL EFFECTIVE DATE:</b>  July 2005	<b>LAST REVISION DATE:</b>  May 7, 2025	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources Employee & Labor Relations
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**POLICY STATEMENT**

When an employee is unable to perform assigned duties due to illness/injury, the President or designee may require the employee to submit to a medical examination by a mutually acceptable health care provider paid by the university. Upon a signed release by the employee, the results of the medical examination, certifying in detail the employee’s condition, shall be released solely to the President or designee and any other entity identified by the employee on the release. If the medical examination confirms that the employee is unable to perform assigned duties, the President or designee shall place the employee on compulsory leave.

**SCOPE**

This policy applies to all employees except AFSCME covered employees. AFSCME employees should look to the Collective Bargaining Agreement for information regarding Compulsory Leave.

**REASON FOR POLICY**

To establish a policy on granting compulsory leave to employees.

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
Compulsory Leave	Defined as approved leave with or without pay, or a combination of such leave, not to exceed the duration of the illness/injury or one year, whichever is less.

**ROLES AND RESPONSIBILITIES**

Supervisors shall contact Employee & Labor Relations to determine if Compulsory leave is



an appropriate course of action.

**RELATED RESOURCES**

N/A

**CONTACTS**

Florida International University  
Division of Human Resources  
Employee & Labor Relations, PC 236  
Miami, FL 33199  
Telephone: 305-348-  
4186 email:  
ELR@fiu.edu

**HISTORY**

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): September 19, 2007; February 12, 2021; June 24, 2024; May 7, 2025.