



Policy: 3D-04

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

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Sick Leave

Policy Statement:

- A. A full-time employee who is unable to perform his or her duties at the College because of personal sickness, accident disability, or extended personal illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative, or member of the employee's own household, and who consequently has to be absent from his or her work, shall be entitled to take accrued sick leave.
- B. Each full-time college employee shall accrue one (1) day of sick leave with compensation for each calendar month or major fraction of a calendar month of service; one-half (1/2) of a month or more shall be considered a major fraction worked. Sick leave will be cumulative from year to year. Accumulated sick leave may be transferred from another Florida college, the Florida Department of Education, the Florida College System Institution, or a Florida District school board; provided that at least one-half of the sick leave accumulated at any time must have been established in the College in which currently employed.
- C. Separate accounts will be established for the following categories of sick leave:
- D. Sick leave accrued prior to July 1, 2001; sick leave accrued on or after July 1, 2001; and sick leave converted from excess vacation leave.
- E. When accumulated sick leave is used by the employee, it will be deducted from the various categories of sick leave in the following order until exhausted:
1. sick leave converted from excess vacation leave
 2. sick leave accrued on or after July 1, 2001
 3. sick leave accrued prior to July 1, 2001
- F. Upon termination of employment with the District Board of Trustees, the employee shall be paid for unused sick leave in accordance with the college terminal pay policy.

Related Items

- See Policy 6Hx28:3F-02 "Terminal Pay"