



## Policy: 3D-03

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

Effective Date: 12/14/2010

### Volume 3D - Human Resources, Leave

## Vacation Leave

### Policy Statement:

- A. Vacation leave is subject to supervisory approval and must be scheduled so that there will be minimum disruption of the operation of the College.
- B. Full-time twelve-month employees earn vacation leave for each calendar month in which the employee has worked or been on approved leave for the major fraction of the calendar month. One-half (1/2) of the work days in a month or more shall be considered a major fraction. Vacation leave is earned at the following annual rates and is based on the employee's employment category and creditable years of service at the college or at another Florida Public college:

YEARS OF SERVICE	0 - 4 years	5 - 9 years	10 or more years
Executive Management	20 days	22 days	24 days
Administrators, other than Executive Management	16 days	19 days	22 days
All other 12-month employees	12 days	15 days	18 days

- C. The maximum number of vacation days that an employee can carry over into a new calendar year or be paid for at the time of separation are indicated below.

	As of Dec. 31	Terminal Pay	At Retirement Only
Executive Management	65	30	62
Administrators, other than Executive Management	50	30	45
All other 12-month employees	44	30	30

- D. The president is authorized to establish procedures for determining the disposition of unused accrued vacation leave in excess of the maximum carry over. Employees shall be paid for unused vacation leave in accordance with established procedures associated with the college's terminal pay policy. In the case of death of the employee, payment of unused vacation leave shall be made payable to the employee's beneficiary, estate, or as provided by law in accordance with the college terminal pay policy.
- E. Twelve-month employees who are appointed to a position of less than twelve (12) months under which vacation leave does not accrue will be paid for unused vacation leave at the time of appointment in accordance with the college terminal pay policy.
- F. Employees in grant-funded positions hired on or before June 30, 1988, may carry forward ten (10) days of unused vacation leave in accordance with this policy or as provided in their employment contract, whichever is greater.
- G. No employee in a grant-funded position hired on or after July 1, 1988, shall carry over more than ten (10) days of vacation leave into a new calendar year. Vacation leave credits earned in excess of ten (10) days in any calendar year shall be used that calendar year or be forfeited.

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**Related Items**

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