

**POLICY: 6Hx28: 3D-04**



Responsible Official: Vice President,  
Organizational Development and Human  
Resources

Specific Authority: 1012.865, F.S.  
Law Implemented: 1012.865, F.S.

Effective Date: 04-16-2013

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## Sick Leave

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### Policy Statement:

- I. A full time employee who is unable to perform his or her duties at the College because of personal sickness, accident, disability, extended personal illness, or death of close family member, 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.
- II. After three (3) consecutive days or five (5) days in a thirty (30) calendar-day period of absence, the president or a designee may require that an employee furnish a medical certificate signed by a qualified health care provider that substantiates the reason for the -absence and certifies that the employee is able to return to work. This is to be done at the expense of the employee.
- III. Each full-time college employee shall earn 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 the work days in a month or more shall be considered a major fraction of that month. Sick leave will be cumulative from year to year. Accumulated sick leave may be transferred from another Florida public institution of higher education but will only be credited as sick leave is accrued at the college; specifically, as an employee earns 1 day of sick leave each month at Valencia, he is also credited with 1 day of transferred sick leave. Sick leave benefits will not be earned by any employees during periods of leave associated with termination of employment.
- IV. Separate accounts will be established for the following categories of sick leave:
  - A. Sick leave earned prior to July 1,
  - B. Sick leave earned on or after July 1, 2001
  - C. Sick leave converted from excess vacation leave

- V. When accrued sick leave is used by the employee, it will be deducted from the various categories of sick leave in the following order until exhausted:
    - A. Sick leave converted from excess vacation leave
    - B. Sick leave earned on or after July 1, 2001
    - C. Sick leave earned prior to July 1, 2001
  - VI. The official record for sick leave balances will be maintained by Valencia College's Human Resources/Payroll Department. Sick leave may only be used after it has been accrued as documented by human resources/payroll accounting systems.
  - VII. 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. Terminating employees will not be eligible for any payment for sick leave that was converted from excess vacation.
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**Procedure  
Statement:**

Any college employee who finds it necessary to be absent from his or her position because of illness or emergency shall notify his or her immediate supervisor, if possible, before the opening of the day's work on the day of his or her absence. Upon the employee's return to work, he or she shall immediately file the Certificate of Absence form which states the reason for his or her absence and shows acknowledgment by his or her immediate supervisor.

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**Related  
Documents/Policies:**

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

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**Policy  
History:**

Adopted 12-11-74; Amended 1-19-83; Formerly 6Hx28:7-04; Amended 11-18-92; Amended 12-10-02; Formerly 6Hx28:07-13; Amended 4-16-13

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**Procedure  
History:**

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-13