

**POLICY: 6Hx28:3C-10**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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## **Time of Service for Work Credit**

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### **Policy Statement:**

For all purposes, other than retirement, the minimum work time which is recognized for determining credit toward time of service for full-time employees is as follows: (See Policy 6Hx28:3C-06.1 for specific application toward a continuing contract for instructional employees.)

- I. A year of service for employees consists of at least one day more than one-half of the number of days in the contract year, or the equivalent. However, four- or eight-month temporary non-tenure earning instructional employees are required to work the equivalent of one day more than one-half of the number of days in a ten-month contract year.
- II. Such service shall include:
  - A. Leave for which compensation was received
  - B. Extended professional leave as defined in Rule 6A-14.043, FAC, when authorized by the District Board of Trustees
- III. Such service shall not include work performed on an overtime basis. Only full-time employees filling regular eight-, ten-, or twelve-month positions are eligible to earn time of service for work credit. However, employees filling two-, four-, or eight-month temporary non-tenure earning positions are eligible for time of service credit equivalent to a full year (for all purposes except tenure) upon subsequent appointment to a regular eight-, ten-, or twelve-month position if they have worked the equivalent of one day more than one-half of the number of days in a ten-month contract year.

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**Policy****History:**

Adopted 1-19-83; Formerly 6Hx28:8-05; Amended 11-18-92; Formerly 6Hx28:07-09

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**Related Documents/Policies:**

See Policy 6Hx28:3C-06.1 "Contracts for Instructional, Executive and Administrative Employees"

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**Procedures:**

None

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