

**POLICY: 6Hx28: 3D-03**



Responsible Official: Vice President,  
Organizational Development and Human  
Resources

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

Effective Date: 04-16-2013

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## Vacation Leave

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**Policy  
Statement:**

- I. Vacation leave is subject to supervisory approval and must be scheduled so that there will be minimum disruption of the operation of the College.
  
- II. 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:

<b>YEARS OF SERVICE</b>	<b>0 - 4 years</b>	<b>5 - 9 years</b>	<b>10 or more years</b>
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

Vacation leave benefits will not accrue for any employees during periods of vacation leave associated with termination of employment.

The official record for vacation leave balances will be maintained by Valencia College's Human Resources/Payroll Department. Vacation leave may only be used after it has been accrued as documented by human resources/payroll accounting systems.

- III. 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.

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

- IV. 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.
- V. 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.
- VI. 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.
- VII. 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.

**Related Items:**

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

**Procedure Statement:**

- I. The request for vacation leave must be submitted on a Certificate of Absence form and be approved prior to the effective date of leave. All leaves shall be approved by the appropriate supervisor. Vacation leave in excess of thirty (30) days must be approved by the appropriate vice president, or campus president, or the president, or their designee.
- II. For employees in the executive management pay grades, the value of unused accrued vacation leave in excess of the maximum carry over will be contributed to a 401(a) plan to the maximum

extent permitted by Federal tax laws and college policy. The value of this leave will be calculated by multiplying the unused accrued vacation leave in excess of the maximum carry over by the employees daily rate as determined using the procedures associated with the college's terminal pay policy effective January 1 of the year the contribution will be made. For all other 12-month employees, unused accrued vacation leave in excess of the maximum carry over will be transferred to the employees sick leave account effective January 1 of the new year. The leave time transferred from vacation to sick leave will be non-compensable and will not be used in the calculation of terminal pay for unused sick leave.

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**Policy**

**History:**

Adopted 12-19-73; Amended 12-11-74; Amended 1-19-83; Formerly 6Hx28:7-01; Amended 4-16-80; Amended 6-15-88;

Amended 11-18-92; Amended 9-16-98; Amended 7-18-00; Formerly 6Hx28:07-12; Amended 12-14-10; Amended 4-16-13

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**Procedure**

**History:**

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Amended 11-18-92; Amended 7-18-00; Amended 12-14-10; Formerly 6Hx28:07-12; Amended 4-16-13