

**POLICY: 6Hx28: 3D-06.3**



Responsible Official: Vice President,  
Organizational Development and Human  
Resources

Specific Authority: 240.319 F.S., 6A-14.0247  
FAC.

Law Implemented: 240.319 and 240.335 F.S.;  
6A-14.0247 FAC.

Effective Date: 04-16-2013

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## **Illness-or-Injury-In-Line-Of-Duty Leave**

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### **Policy Statement:**

- I. Each full-time college employee shall be entitled to paid illness or-injury-in-line-of-duty leave when such employee has to be absent from duty because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted on the job.
- II. In order to be considered for illness-in-the-line-of-duty leave, the following conditions shall be met:
  - A. In the event of illness, the employee must provide written testimony or evidence that his/her illness was received in the line of duty.
  - B. The employee must also supply a letter from a medical doctor, who treated the patient, stating that in his/her opinion there is a strong probability that the illness was contracted at the work site.
- III. In order to be considered for in-the-line-of-duty leave related to incidents, accidents, or injuries occurring on campus or at college-sponsored off-campus events, the employee shall immediately report the incident to the appropriate supervisory personnel.
- IV. Leave of any such full-time employee shall be authorized for a total not to exceed twelve (12) duty days during any calendar year, including any holiday for which the employee would be paid if on duty. Such leave will be in addition to the sick leave and vacation leave earned by the employee. The twelve (12) days of illness-or-injury-in-line-of-duty leave shall be used first to

cover the employee's absence. Illness-in-the-line-of-duty does not include routine adult illnesses, such as colds and influenza. The leave is non-cumulative. If additional days are needed, the employee's sick leave and vacation leave days shall be used.

- V. Illness-or-injury-in-line-of-duty leave, as well as vacation leave and sick leave, may be used on a pro-rata basis to supplement Workers' Compensation benefits. Illness-or-injury-in-line-of-duty leave, sick leave, and/or vacation leave when converted to cash and added to Workers' Compensation benefits shall not exceed the employee's current rate of pay.

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**Procedure  
Statement:**

- I. See Valencia College Policy "Incidents, Accidents, or Injuries" for procedures on reporting accidents.
- II. When an employee is out because of illness or-injury-in-line-of-duty, they shall immediately, upon return, complete a Certificate of Absence form.

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**Related  
Documents/Policies:**

See Policy 6Hx28:10-01 "Incidents, Accidents, or Injuries"

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**Policy  
History:**

Adopted 11-17-76; Amended 4-26-78; Amended 1-19-83; Formerly 6Hx28:7-04; Amended 11-18-92; Amended 4-16-13; Formerly 6Hx28:07-21

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