



VALENCIA
COLLEGE

POLICY: 6Hx28:3C-10

Responsible Executive:

~~Vice President, Organizational
Development and Human Resources
Executive Vice President, Administrative
Services~~

Policy Contacts: Chief Human Resources
Officer

Specific Authority: 1001.6,4, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: ~~11-18-1992~~205-07-2026

Date of Last Policy Review:

~~11-18-1992~~205-07-2026

Time of Service for Work Credit

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 College Policy 6Hx28: 3C-06.1 Contracts for Instructional, Executive, Senior Administrator, and Administrator Employees, 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~~one term or two term 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~~nine (9)- or twelve (12)-month contract year.
- II. Such service shall include:
 - A. Approved ~~l~~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~~Approved leave for Family and Medical Leave and Military Leave for which no compensation was received
- III. Such service shall not include work performed on an overtime basis. Only full-time, non-temporary 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~~ full-time position if they have worked the equivalent of one day more than one-half of the number of days in a ~~ten~~ nine (9)- or twelve (12)-month contract year.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Amended 05-07-2026; Formerly 6Hx28:8-05; Formerly 6Hx28:07-09

Related Documents/Policies:

College Policy 6Hx28:3C-06.1 –Contracts for Instructional, Executive, Senior Administrator, and Administrative Employees
