



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

**Responsible Executive:** Vice President,  
Organizational Development & Human  
Resources

**Policy Contacts:**

**Specific Authority:** 1001.61, F.S.  
**Law Implemented:** 1001.64, F.S.;  
1012.865 F.S.

**Effective Date:** 12-12-2018

**Date of Last Policy Review:** 12-12-2018

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## **Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees**

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### **Policy Statement:**

In order to attract, motivate, and retain employees who contribute to student success, the college shall establish paid leave programs such as vacation, sick, and personal leave for full time employees of the college. The college adheres to all applicable federal and state laws, rules and regulations governing the administration of these types of leave as it relates to full time employees. Full time employees are eligible to receive vacation, sick, and/or personal leave based on their respective position classifications and creditable years of service. The President or designee(s) may establish programs and procedures to implement this policy, to include determining the disposition of unused vacation leave in excess of the maximum carry over.

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### **Policy History:**

Adopted 12-19-73; Amended 12-11-74; Amended 1-19-83; Amended 4-16-80; Amended 6-15-88; Amended 11-18-92; Amended 9-16-98; Amended 7-18-00; Amended 12-14-10; Amended 4-16-13; Amended 12-12-2018; Combines/repeals: 6Hx28: 3C-1.5, 6Hx28: 3D-04, 6Hx28: 3D-07.1; Formerly 6Hx28:7-01; Formerly 6Hx28:07-12

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### **Related Documents/Policies:**

Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees

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## **Procedures:**

### **I. General Provisions for all full time employees**

- A. A request for applicable leave shall be initiated by the eligible employee on a Certificate of Absence (COA) form through the electronic leave system and should be submitted prior to the effective date of leave for supervisor review and approval based upon department needs, when possible.
- B. A full time employee who is unable to perform their job duties at the College and has to be absent from work due to personal sickness, accident disability, extended personal illness, medical or health related appointments, or because of illness or death of the employee's close family member or member of the employee's household, shall be eligible to take accrued sick leave. An employee who finds it necessary to be absent due to illness or emergency shall provide as much notice to the immediate supervisor before the beginning of the day's work on the day of the absence or as soon as possible when the notice cannot be made in advance. This notice may include the employee's ability to provide the supervisor the anticipated duration of the absence. Upon the employee's return to work, the employee shall immediately file the COA form, which states the reason for the absence and shows acknowledgement by the employee's immediate supervisor. A supervisor may submit a COA on behalf of an employee who is unable to complete the request themselves before the end of the pay period deadline.
- C. Valencia College's Organizational Development and Human Resources (ODHR)/Payroll Office maintains the official record for vacation, sick, and personal leave balances. Vacation, sick, and personal leave may only be used after it has been accrued and documented as earned by ODHR payroll systems.
- D. At the time of separation from employment or transfer to a position that is not eligible for one or more leave types (i.e. sick and/or vacation), earned and unused leave shall be paid to eligible employees or to the eligible employee's beneficiary or estate, in the case of an employee death in accordance with established procedures associated with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees. Separating employees are not eligible for any payment for sick leave that was converted from excess vacation leave.

### **II. Leave for Full-Time Executive Management, Administrators, 12-month**

instructional employees, staff, and grant funded positions

(12-month instructional employees are librarians and counselors filling 12-month positions)

A. Vacation Leave

1. Vacation Leave Provisions

- a Full-Time executive management, administrators, 12-month instructional staff, and staff positions earn vacation leave based on years of service and accrual guidelines. The scheduling of vacation leave is subject to supervisory approval and it must be scheduled so that there will be minimum disruption to College and/or departmental operations.
- b Employees in full time grant funded positions shall not 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 at the end of that calendar year unless the grant includes funding for additional days and is approved by the president or designee(s).
- c An employee shall not accrue any additional vacation leave during any periods of paid leave taken between an employee's Last Work Date and Date of Separation as reflected in the Employee Separation Form (ESF) or its equivalent as filed by an employee's supervisor or designee.

2. Vacation Leave Guidelines

- a Eligible employees earn vacation leave for each calendar month in which the employee has worked or been on approved paid leave for the major fraction of the calendar month. One-half (1/2) or more of the work days in a month shall be considered a major fraction.
- b Vacation leave is earned at the following annual rates and is based on the employee's current position category and creditable years of service at the college or at another Florida College System Institution:

**YEARS OF SERVICE      0 – 4 years      5 – 9 years      10 or more years**

Executive Management	20 days	22 days	24 days
Administrators	16 days	19 days	22 days
12-month Faculty and Staff	12 days	15 days	18 days

(Note: Once an eligible employee meets the next level annual rate based on the employee’s current position category and applicable years of service, the new rate shall commence at the start of the next fiscal year after the new level is attained.)

- c The maximum number of earned vacation days an eligible employee may carry over into a new calendar year or be paid for at the time of separation are as follows:

	<b>As of Dec. 31</b>	<b>Terminal Pay</b>	<b>Terminal Pay (Only at retirement)</b>
Executive Management	65 days	30 days	62 days
Administrators	50 days	30 days	45 days
12-month Faculty and Staff	44 days	30 days	30 days

Upon separation from the college or transfer to a position that is not eligible for one or more leave types (i.e. sick and/or vacation), eligible employees shall be paid for earned and unused leave in accordance with established procedures associated with College Policy 6Hx28: 3F-02, Terminal Pay for Full Time Employees.

- d For employees in the executive management category, 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 shall be calculated by multiplying the unused accrued vacation leave in excess of the maximum carry over by the employee’s daily rate as determined using the procedures associated with College Policy 6Hx28: 3F-02 (Terminal Pay for Full Time Employees) effective January 1 of the calendar year the contribution shall be made. The leave time transferred from vacation to sick leave is non-compensable and shall not be used in the calculation of terminal pay for unused sick leave.
- e For employees designated as administrator or 12-month faculty and staff, unused accrued vacation leave in excess of the maximum carry over shall be transferred to the employees’ sick leave account effective January 1

of the new calendar year. The leave time transferred from vacation to sick leave is non-compensable and shall not be used in the calculation of terminal pay for unused sick leave.

## B. Sick Leave

### 1. Sick Leave Provisions

- a Each eligible full time 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 shall be cumulative from year to year.
- b When accrued sick leave is used by the employee, it shall be deducted from the various categories of sick leave in the following order until exhausted:
  - i Sick leave converted from excess vacation leave;
  - ii Sick leave earned on or after to July 1, 2001;
  - iii Sick leave earned prior to July 1, 2001
- c 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 one (1) day of sick leave each month at the College, they are also credited with 1 day of transferred sick leave.
- d The employee shall not accrue any additional sick leave during any periods of paid leave taken between an employee's Last Work Date and Date of Separation as reflected in the Employee Separation Form or its equivalent as filed by an employee's supervisor or designee.

### 2. Sick Leave Guidelines

- a After three (3) consecutive days or five (5) days in a thirty (30) calendar-day period of absence, the supervisor or designee may require that an employee furnish a medical certificate signed by a qualified health care provider that documents the reason for the absence and certifies that the employee is able to return to work.

This documentation shall be obtained by the employee at their own expense. After the supervisor or designee has received and evaluated the supporting medical documentation, the medical document(s) shall be forwarded to ODHR to be maintained in a separate employee record.

- b For death of the employee's close family member or member of the employee's household, sick leave may be used for making funeral arrangements, travel, attending funeral services, and/or related matters. The department may require that an employee furnish supporting documentation that substantiates the reason for the absence.

### 3. Personal Leave Provisions

- a Personal leave is for personal matters other than illness of self or family member and the leave is charged against sick leave balances.
- b A maximum of four (4) days (32 hours) per fiscal year may be charged against sick leave for personal reasons. Unused leave for personal reasons shall be non-cumulative.
- c Employees who are pre-approved for personal leave and do not have sufficient sick leave balances at the time of usage to cover the absence request, shall only receive compensation for the hours equal to the accrued sick leave balance at the time of absence. The remaining hours may be designated as an unpaid leave of absence; or in the alternative, an employee may request an alternate form of paid leave (i.e. vacation leave) subject to supervisory approval and/or departmental needs.

## III. Leave for 4-, 8-, and 10- month full time instructional employees

### A. Vacation Leave

#### 1. Vacation Leave Provisions

- a 4-, 8-, and 10-month full time instructional employees are not eligible to earn and accrue vacation leave.
- b Eligible full time 12-month employees who transfer to a position that is not eligible for one or more leave types

(i.e. sick and or vacation) shall be paid for earned and unused leave in accordance with established procedures associated with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees.

## B. Sick Leave

### 1. Sick Leave Provisions

- a Each eligible full time 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
- b When accrued sick leave is used by the employee, it shall be deducted from the various categories of sick leave in the following order until exhausted:
  - i Sick leave converted from excess vacation leave;
  - ii Sick leave earned on or after to July 1, 2001;
  - iii Sick leave earned prior to July 1, 2001
- c Accumulated sick leave may be transferred from another Florida public institution of higher education but shall only be credited as sick leave is accrued at the college; specifically, as an employee earns one (1) day of sick leave each month at the College, they are also credited with 1 day of transferred sick leave.
- d The employee shall not accrue any additional sick leave during any periods of paid leave taken between an employee's Last Work Date and Date of Separation as reflected in the Employee Separation Form or its equivalent as filed by an employee's supervisor or designee.

### 2. Sick Leave Guidelines

- a After three (3) consecutive days or five (5) days in a thirty (30) calendar-day period of absence, the department may require that an employee furnish a medical certificate signed by a qualified health care provider that documents the reason for the absence and

certifies that the employee is able to return to work. This documentation shall be obtained by the employee at their own expense. After the supervisor or designee has received and evaluated the supporting medical documentation, the medical document(s) shall be forwarded to ODHR to be maintained in a separate employee record.

- b For death of the employee's close family member or member of the employee's household, sick leave may be used for making funeral arrangements, travel, attending funeral services, and/or related matters. The department may require that an employee furnish supporting documentation that substantiates the reason for the absence.

### 3. Personal Leave

- a Personal leave is for personal matters other than illness of self or family member and the leave is charged against sick leave balances.
- b A maximum of four (4) days (28 hours) per fiscal year may be charged against sick leave for personal reasons. Unused leave for personal reasons shall be non-cumulative.
- c Employees who are pre-approved for personal leave and do not have sufficient sick leave balances at the time of usage to cover the absence request, shall only receive compensation for the hours equal to the accrued sick leave balance at the time of absence. The remaining hours shall be designated as an unpaid leave of absence.

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#### **Procedure History:**

Adopted 12-19-73; Amended 12-11-74; Amended 1-19-83; Amended 4-16-80; Amended 6-15-88; Amended 11-18-92; Amended 7-18-00; Amended 12-14-10; Amended 4-16-13; Amended 12-12-18; Combines/repeals: 6Hx28: 3C-1.5, 3D-04, 6Hx28: 3D-07.1; Formerly 6Hx28:7-02; Formerly 6Hx28:07-12;

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**Date of Last Procedure Review:** 12-12-18