POLICY: 6Hx28:3D-03

Responsible Executive: Executive Vice President, Administrative Services

Policy Contact: Chief Human Resources Officer

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: 11-20-2025

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

Policy Statement:

I. In order to attract, motivate, and retain employees who contribute to student success, Valencia College ("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.

II. The College 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.

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 12-12-18; Combines/repeals: 6Hx28: 3C-1.5, 6Hx28: 3D-04, 6Hx28: 3D-07.1; Formerly 6Hx28:7-01; Formerly 6Hx28:07-12

Related Documents/Policies:

College Policy 6Hx28: 2-02 Workplace Accommodations for Applicants and Employees
College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees

---

Procedures:

I. General Provisions and Sick Leave Guidelines for all full-time employees

A. A request for vacation, sick, or personal leave shall be recorded 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. Organizational Development and Human Resources (ODHR) 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 systems.

C. If an employee requests and is approved for leave by their supervisor, and the employee does not have the available balance of appropriate leave at the time the leave is taken, the applicable time will be reflected as leave without pay on the employee's next available payroll cycle.

D. Sick Leave Guidelines

1. A full-time employee who is unable to perform their job duties at the College and must be absent from work due to personal illness or other eligible medical reason, medical 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.

    a. 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 to ODHR Leave & Access Services that substantiates the reason for the absence.

2. A full-time employee who finds it necessary to be absent due to illness or any other eligible reason as stated above in Procedures Section D. 1., shall provide as much notice to their immediate supervisor before the beginning of the day's work on the day of the absence or as soon as possible following the department's call-in procedures when the notice cannot be made in advance.

This notice should include the anticipated duration of the absence.

3. Upon the full-time employee's return to work, the employee shall immediately file the COA form recording the use of sick leave, and for 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.

4. After three (3) consecutive days or five (5) days in a thirty (30) calendar-day period of absence, the supervisor or designee may require, after consultation with ODHR Leave & Access Services, that an employee furnish a medical certificate signed by a qualified health care provider that certifies the absence is due to a medical reason. This documentation shall be obtained by the employee at their own expense. Documentation should be sent by the employee to ODHR Leave & Access Services for review and evaluation.

5. Employees absent from work for more than (15) consecutive workdays are expected to communicate with their supervisor regarding their extended absence. Based on circumstances surrounding the medical reasons, the supervisor will connect the employee with ODHR Leave & Access Services to determine the employee's eligibility under other potential applicable processes (e.g., Family and Medical Leave, Leaves of Absence). Should an employee not be eligible for continued leave under an established process, the supervisor has the discretion, after consultation with and approval from Leave & Access Services, to deny the continued use of sick leave based on impact to department or College operations.

6. At the conclusion of the use of sick leave, the employee must be able to perform all their essential job functions with or without a reasonable accommodation(s). It is the responsibility of the employee to notify ODHR Leave & Access Services should they need to request a reasonable accommodation(s) as outlined in College Policy 6Hx28: 2-02 Workplace Accommodations for Applicants and Employees.

II. Leave for Full-Time Executives, Senior Administrators, Administrators, counselors and librarians, staff, and grant-funded positions

A. Vacation Leave

1. Vacation Leave Provisions

a. Full-Time executives, senior administrators,

administrators, counselors and librarians, and staff positions earn vacation leave based on years of service and accrual guidelines.

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 more than 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 career band and creditable years of service at the College or at another Florida College System Institution:

POSITION CAREER BAND AND YEARS OF SERVICE	**0 – 4 years**	**5 – 9 years**	**10 or more years**
Executives and Senior Administrators	20 days	22 days	24 days
Administrators	16 days	19 days	22 days
Staff, Counselors, and Librarians	12 days	15 days	18 days

(Note: Once an eligible employee meets the next level annual rate based on the employee's current position career band 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 as follows:

POSITION CAREER BAND	As of Dec. 31
Executives and Senior Administrators	65 days
Administrators	50 days
12-month Staff, Counselors, and Librarians	44 days

d. For employees in the executive/senior administrator career band, the value of unused accrued vacation leave more than the maximum carryover will be contributed to a 401(a) plan to the maximum extent permitted by Federal tax laws and College policy, or otherwise as determined by the College. The value of this leave shall be calculated by multiplying the unused accrued vacation leave more than 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 excess vacation leave time contributed to a 401(a) plan shall not be used in the calculation for terminal pay.

e. For employees designated as senior administrator, administrator, counselor, librarian, or staff, unused accrued vacation leave more than 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 and Personal Leave Provisions

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 prior to July 1, 2001, until the balance reaches 59 days;

    iii Sick leave earned on or after 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. 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 per fiscal year may be charged against sick leave for personal reasons. Unused leave for personal reasons shall be noncumulative.

c. Employees who 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 requested as an alternate form of paid leave (i.e., vacation leave or banked holiday) subject to supervisory approval and/or departmental needs. Otherwise, the employee's next available payroll will be reduced by the hour(s) used but not available.

III. Leave for full-time instructional employees

A. Vacation Leave Provisions

1. Full-time and temporary instructional employees are not eligible to earn and accrue vacation leave.

B. Sick and Personal Leave Provisions

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 prior to July 1, 2001, until the balance is 59 days;

iii Sick leave earned on or after 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. 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 per fiscal year may be charged against sick leave for personal reasons. Unused leave for personal reasons shall be noncumulative.

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 employee's next available payroll will be reduced by the hours used but not available.

IV. Employees Transferring Between Grant-Funded and College-Funded Positions

A. Vacation Leave

1. Eligible full-time employees who transfer from a College-funded position into a grant-funded position will be paid for accrued and unused vacation leave as of the date of transfer into the grant-funded position and after completion of a leave audit by ODHR/Leave and Access, as outlined in College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees.

2. Eligible full-time employees who transfer from a grant-funded position to a College-funded position will retain their balance of any accrued and unused vacation leave that has not been forfeited in accordance with Procedures Section II. A. 1. b. The accrued and unused vacation leave will be available for appropriate use by the eligible employee in the College-funded position.

B. Sick Leave

1. Eligible full-time employees who transfer from a College-funded position into a grant-funded position will:

a. Receive a new "Sick Leave Grant" Category for the accrual and appropriate use of sick leave by the eligible employee during grant employment; and

b. Retain the balance of any accrued and unused sick leave from the College-funded position. The College-funded sick leave balance will be held in abeyance until either the eligible employee separates employment, transfers back into a College-funded position, or in limited circumstances, the eligible

employee is authorized to use College-funded sick leave balances.

i Separation from employment from a grant-funded position: Eligible full-time employees in a grant-funded position who separate employment and had previously held a College-funded position will be eligible for terminal leave pay for any unused sick leave accrued while in the previously held College-funded position in accordance with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees.

ii Transfer from a grant-funded position back to a College-funded position: Eligible full-time employees in a grant-funded position who transfer to a College-funded position will retain their balance of any accrued and unused sick leave. The sick leave grant balance will transfer into the employee's general sick leave balance at the time of the eligible employee's transfer to the College-funded position and will be available for appropriate use by the eligible employee in the College-funded position.

iii Grant position authorization for use of previous College-funded sick leave: In limited circumstances, eligible full-time employees currently in a grant-funded position who previously held a College-funded position may be authorized the ability to use existing sick leave balances from the previous College-funded position. For more information and eligibility, contact ODHR at 407-582-4748 (HR4U) or HR4U@valenciacollege.edu.

2. Eligible full-time employees who are initially hired into a grant position and then transfer into a College-funded position will retain their balance of any accrued and unused grant sick leave. The sick leave grant balance will transfer into the employee's general sick leave balance at the time of the eligible employee's transfer to the College-funded position and will be available for appropriate use by the eligible employee in the College-funded position.

V. Employment Separation or Transfer to Position Not Eligible for One or More Leave

Types: 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.

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; Amended 10-13-22; Amended 6-29-23; Amended 7-30-24; Amended 9-19-24; Amended 11-1-24; Amended 11-20-25; Combines/repeals: 6Hx28: 3C-1.5, 3D-04, 6Hx28: 3D-07.1; Formerly 6Hx28:7-02; Formerly 6Hx28:07-12

Date of Last Procedure Review: 11-20-2025