



POLICY: 6Hx28:3D-14

Responsible Executive: Vice President,
Organizational Development and Human
Resources

Policy Contact: Assistant Vice President,
Human Resources

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 05-24-2017

Date of Last Policy Review: 09-19-2022

Paid Time Off for Part Time Faculty Teaching Academic Credit Programs

Policy Statement:

In order to attract, motivate, and retain employees who contribute to student success, the college will establish conditions of employment such as paid time off that recognizes the primary need for a part-time faculty member teaching academic credit programs to be away from the classroom during a scheduled term due to unforeseen circumstances or emergency. The college adheres to all federal and state laws, rules and regulations governing the administration of paid time off as it relates to part time faculty members. The President or designee(s) may establish programs and procedures to implement this policy.

Policy History: Adopted 5-24-17

Procedures:

I. General Provisions:

- A. This policy and its implementing procedure are applicable to the following circumstances:
 - 1. Part Time faculty teaching academic credit bearing courses
 - 2. Full time faculty teaching part time credit bearing courses as overloads

3. Full time exempt staff teaching part time credit bearing courses
In all cases, paid time off is only applicable to time away from the classroom for those part time credit bearing courses.

- B. On the first day of each scheduled term, a part time faculty member shall be credited with one-half (1/2) hour of paid time off per each contact hour scheduled by contract to be taught during that term. Paid time off is earned immediately at the beginning of each scheduled, contracted term and is available for use by the part time faculty member beginning on the first day of the scheduled, contracted term for which the leave is earned.
- C. Paid time off hours are non-cumulative, non-compensable, and non-transferable. Any paid time off hours earned but unused by a part time faculty member shall expire on the last day of the term for which the paid time off hours were earned, or on the date of the part time faculty member's separation from employment if prior to the last day of such term.
- D. Paid time off may be used and recorded in as little as one-quarter (1/4) hour increments. For planned consecutive day absences, the timing and duration is subject to prior supervisor approval in order for work to be continued in the part time faculty member's absence.
- E. Any part time faculty member who does not call in or otherwise notify the supervisor regarding an absence may be denied paid time off and/or subject to corrective/disciplinary action. If a part time faculty member is absent for more than three consecutive scheduled workdays without supervisor notification, the part time faculty member shall be considered to have voluntarily resigned without giving notice and separated from employment, in accordance with College Policy 6Hx28:3F-05.2 Abandonment of Position.
- F. The official record for the accumulation, use, and expiration of paid time off earned by part time faculty members will be maintained by Valencia College's Organizational Development and Human Resources (ODHR)/Payroll Department. Paid time off may only be used after it has been issued and documented as earned by ODHR payroll systems.

II. Guidelines:

- A. If a part time faculty member finds it necessary to be absent due to unforeseen circumstances or emergency, the part time faculty member 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. The notice to the immediate supervisor may include the part time faculty member's ability to provide the supervisor of the anticipated duration of the absence.

- B. A request for paid time off shall be initiated by the part time faculty member on a Certificate of Absence (COA) form through the electronic leave system and submitted for acknowledgement by the immediate supervisor prior to the period of requested leave, or upon return to work if the request for leave is not planned or otherwise cannot be made by the part time faculty member in advance.

Procedure History: Adopted 5-24-17

Date of Last Procedure Review: 09-19-2022

Procedure supersedes amended procedure - 11-19-2025