

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Leaves of Absence	<u>Number</u> 6Hx20-4.011
Legal Authority:	s. 1001.64, Fla. Stat.,	<u>Page</u>
Law Implemented:	s. 1012.865, Fla. Stat., s. 741.28(2), Fla Stat., SBE Rule 6A-14.041, 6A-4.0432	Page 1 of 2

The Board authorizes the president to grant leave to its employees and to establish procedures for earning, accumulating, using, and receiving payment for various leaves in accordance with Florida Statutes (FS) and State Board of Education Rules (SBE).

- A. Sick leave – Granted to employees in full-time positions to cover personal sickness, accident, disability, or extended personal illness, or because of illness or death of a close relative or member of the employee’s household. The president is also authorized to establish procedures for a sick leave pool, allowing full-time employees to pool and draw from accrued sick leave hours in accordance with FS and SBE Rules. The president is authorized to establish procedures to transfer accumulated sick leave from another Florida community college, the Florida Department of Education, the State University System, a Florida district school board or a state agency, provided that at least one-half of the sick leave accumulated at any time must have been established at the College.

Full-time employees earn sick leave with compensation at the rate of one day for each calendar month or a major portion thereof of service, not to exceed 12 days for each fiscal year. Such sick leave shall be cumulative from year to year. Adjunct, part-time, and other temporary employees do not earn sick leave credit.

- B. Vacation (annual) leave – Granted to employees in full-time, 12-month positions to cover scheduled time away from work, subject to certain restrictions. Annual leave will accrue to twelve-month personnel as follows:
1. During the first five (5) years of service, one (1) day for each calendar month or major fraction thereof.
 2. During the next five (5) years of service, one and one-fourth (1¼) days for each calendar month or major fraction thereof.
 3. After the tenth (10th) year of service, one and one-half (1½) days for each calendar month or major fraction thereof.
- C. Other Leave Related Situations
1. Temporary and part-time employees do not accrue leave benefits.
 2. Absence by full-time employees of three consecutive days without authorized leave shall constitute termination of employment from the College.

History:	Formerly 6A-8.72; repromulgated 4/2/75 as 6Hx20-14.42, amended 12/18/80, 7/21/81; repromulgated 4/29/86; amended 2/21/06; amended 11/15/22
President's Signature:	Date: