


**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Time of Service for Work Credit	<u>Number</u> 6Hx20-4.006
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, Fla. Stat.	Page 1 of 1

The minimum work time which may be recognized for determining credit toward time of service for purposes other than retirement is as follows:

- I. A year of service for employees shall be full-time actual service. Such service shall consist of a total number of days required for the normal contractual period of service for the position held within the fiscal year, provided, however, that:
  - A. Such service shall include leave for which compensation was received;
  - B. Absence from duty after the date of beginning service shall be duly authorized and granted;
  - C. Only one year of service may be recognized within one fiscal year;
  - D. Extended professional leave shall be applicable toward years of service credit; and
  - E. Work performed on an overtime basis shall not be recognized for full-time, actual service credit.
  
- II. The work week and work day shall be as defined in the Manual of Procedures.

History:	Adopted 12/18/73 as 6A-8.792; repromulgated 4/2/75 as 6Hx20-14.40; amended 10/21/80, 12/14/82; repromulgated 4/29/86; amended 2/21/06.	
President's Signature:		Date: 02/21/2017