

**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. 1012.855, Fla. Stat., s. 741.28(2), Fla Stat., SBE Rule 6A-14.041, 6A-4.0432 _____	
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~~The Board of Trustees authorizes the President or his or her designee to grant leaves of absence for Pensacola State College personnel for a specified time without prejudice within the framework of the state regulations and Board Policies. The President or his or her designee shall maintain the leave records. Anyone designated by the President as being authorized to approve leave requests shall have authorization in writing from the President and shall report to the President in a manner prescribed by him or her.~~

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).

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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.

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Full-time employees earn sick leave with compensation at the rate of one day for each calendar month or 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.

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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:

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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.

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3. After the tenth (10th) year of service, one and one-half (1½) days for each calendar month or major fraction thereof.

Time credited for leave accrual shall include all previous Florida college service whether continuous or not. Annual leave credits earned in excess of 44 days in any calendar year shall be used that calendar year or may be transferred to sick leave. The maximum amount of credit that can be transferred in any calendar year shall not exceed 12 days. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.

C. Other types of leave

1. Administrative leave – Leave granted with the approval of the president when deemed to be in the best interest of the College.
2. Consultant leave – Leave granted to provide consulting services to other institutions or agencies.
3. Personal leave – Leave granted for personal reasons for up to one year. Four days (32 hours) of personal leave may be charged to the employee’s accumulated sick leave each fiscal year. Personal leave without pay may be granted after all available leave has been used.
4. Family and Medical Leave (FMLA) – Leave under the Family and Medical Leave Act of 1993 shall be granted to all employees in accordance with the law.
5. Illness-in-line-of-duty leave (workers compensation) – Leave granted to employees absent due to injury or illness contracted due to performance of duty.
6. Court-related leave – Leave granted to cover jury duty or when subpoenaed as a witness.
7. Military leave – Leave granted for mandatory military duty.
8. Temporary leave – Leave granted for temporary assignment of duty for outside the community College district for the purpose of performing other educational services.
9. Professional leave – Leave granted to pursue professional and/or professionally related personal objective.
10. Domestic Violence Leave – Leave granted to employees to handle matters related to a domestic abuse situation.

D. 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.

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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.

President's Signature:

Date: ~~02/21/2017~~

