

Policy Title:	Sick Leave	<u>Number</u> 6Hx20-4.017
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1012.855, s. 1012.865, Fla. Stat.	Page 1 of 4

~~Full-time employees who are unable to perform their duties at Pensacola State College on account of personal sickness, disability or extended personal illness, or because of illness or death of the employees' father, mother, brother, sister, husband, wife, child, or other close relative or member of the employees' own household, and who consequently have to be absent from work shall be granted leave of absence for sickness by the President or by the President's designated representative. Employees may be compensated for any such leave to the extent they have earned sick leave credit.~~

~~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.~~

~~Full-time employees may accumulate sick leave by transfer of earned annual leave credits as specified in Board Policy 6Hx20-4.014. Sick leave credits accumulated by such transfer of annual leave must be used prior to the use of earned sick leave credits.~~

~~Accumulated sick leave may be transferred 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 who find it necessary to be absent from their duties because of illness as defined above shall notify their supervisor, if possible, before the opening of the College on the day from which the employees must be absent or during the day except for acceptable emergency reasons. Before claiming and receiving compensation for the time absent from their duties because of sick leave, employees shall complete and file the prescribed sick leave form in accordance with established procedures.~~

~~Adjunct, part-time, and other temporary employees do not earn sick leave credit.~~

#### ~~I. Terminal Pay~~

~~Full-time employees who have at least 5 years of service and who elect to terminate their employment with the College or whose employment is terminated by the College shall be entitled to terminal sick leave pay; however, such terminal pay shall not exceed an amount determined as follows:~~

- ~~A. After the 24<sup>th</sup> year of service, the hourly rate of pay multiplied by 57.5 percent times the number of hours of accumulated sick leave.~~

- ~~B. After the 19<sup>th</sup> year of service, the hourly rate of pay multiplied by 55 percent times the number of hours of accumulated sick leave.~~
- ~~C. After the 14<sup>th</sup> year of service, the hourly rate of pay multiplied by 52.5 percent times the number of hours of accumulated sick leave.~~
- ~~D. After the 9<sup>th</sup> year of service, the hourly rate of pay multiplied by 50 percent times the number of hours of accumulated sick leave.~~
- ~~E. After the 8<sup>th</sup> year of service, the hourly rate of pay multiplied by 40 percent times the number of days hours of accumulated sick leave.~~
- ~~F. After the 5<sup>th</sup> year of service, the hourly rate of pay multiplied by 35 percent times the number of days hours of accumulated sick leave.~~
- ~~G. No payment for unused sick leave will be made for employees who have less than five years of service for any reason.~~
- ~~H. Sick leave credits accumulated by transfer of annual leave shall be without compensation and shall not be used in the calculation of terminal sick leave pay.~~
- ~~I. Length of service shall be determined by the years of employment at the College and other agencies from which sick leave may be transferred according to s. 1012.865, Fla. Stat.~~
- ~~J. Years of employment at these other agencies will not be considered for length of service if the employee has previously received terminal pay benefits based on unused sick leave.~~

~~If employees receive terminal pay benefits based on unused sick leave credit, all unused sick leave credit shall become invalid; however, employees terminate their employment without receiving terminal pay benefits and are reemployed, their sick leave credit shall be reinstated if earned at the College. If leave credits were earned at another agency, leave will be reinstated according to Florida Statutes.~~

~~Terminal pay benefits, based on unused sick leave credit, specified in this policy for employees terminating their employment with the College are less than the terminal pay benefits the College is allowed to grant under State law. From time to time, the College offers retirement/separation incentive programs to its full-time employees. Terminal pay benefits not to exceed an amount determined by multiplying an employee's hourly rate of pay by 50 percent plus, for the next 20 years, an additional 2.5 percent for each year of service beyond 10 years, times the number of days of accumulated sick leave, may be offered by the College to full-time employees with more than ten (10) years of service as part of any retirement/separation incentive programs adopted by the Board, provided such terminal pay benefits shall not exceed a total of the employee's hourly rate of pay multiplied by the number of hours of accumulated sick leave.~~

~~Terminal pay benefits for all College employees who meet eligibility criteria will be paid this amount via the College's terminal pay plan.~~

~~If full-time employees' employment with the College are terminated by disability retirement under FRS provisions or by death, the College shall pay to the employees' or to the beneficiary designated by the employees, or to the employees' estate if they have not designated a beneficiary, terminal pay benefits based on unused sick leave credit in the maximum amount allowed by State law.~~

## ~~II. Sick Leave Pool~~

~~Full-time employees of the College may participate in the pooling of accrued sick leave for use by participating employees who are in need of sick leave in excess of the amount they have personally accrued. The sick leave pool established pursuant to this policy shall be subject to the following rules:~~

- ~~A. Participation in the sick leave pool shall at all times be voluntary on the part of employees.~~
- ~~B. Full-time employees shall be eligible for participation in the sick leave pool after 1 consecutive year of employment with the college, provided such employees have accrued a minimum amount of 5 days of unused sick leave.~~
- ~~C. Any sick leave pooled pursuant to this policy shall be removed from the personally accumulated sick leave balance of the employees donating such leave.~~
- ~~D. Participating employees shall make equal contributions to the sick leave pool. The maximum amount of sick leave which may be contributed to the pool by participating employees is 1 day of unused sick leave. After the initial contribution which employees make upon electing to participate, no further contributions shall be required except as may be necessary to replenish the pool. Any such further contribution shall be equally required of all employees participating in the pool.~~
- ~~E. Any sick leave time drawn from the pool by participating employees must be used for their personal illness, accident, or injury.~~
- ~~F. Participating employees will not be eligible to use sick leave from the pool until all of their sick leave have been depleted. The maximum number of days for which employees may draw sick leave from the sick leave pool is 45 days within any one contract/fiscal year and 90 days within any three consecutive years.~~
- ~~G. Participating employees who use sick leave from the pool will not be required to recontribute such sick leave to the pool, except as otherwise provided herein.~~
- ~~H. Participating employees who choose to no longer participate in the sick leave pool will not be eligible to withdraw any sick leave already contributed to the pool.~~

~~I. Alleged abuse of the use of the sick leave pool shall be investigated, and, on a finding of wrongdoing, the employees shall repay all of the sick leave credits drawn from the sick leave pool and shall be subject to such other disciplinary action as is determined by the Board to be appropriate. The President shall establish a Sick Leave Pool Committee to administer the sick leave pool program. This committee shall be responsible for administration of the sick leave pool in accordance with these rules and shall investigate any alleged abuse of the use of the sick leave pool by participating employees.~~

History:	Adopted 7/1/68 as 6A-8.7256; amended 6/19/73; repromulgated 4/2/75 as 6Hx20-14.435; amended 6/23/75; amended 9/22/81; amended 6/27/83; repromulgated 4/29/86; amended 11/18/87; amended 4/16/91; amended 6/20/95; amended 7/16/96; amended 6/22/99; amended 6/19/01; amended 2/21/06; amended 1/16/07; amended 6/26/12 amended 09/28/21.
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President's Signature:		Date: 09/30/2021
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