

RULE

Subject	Sick Leave for All Employees	Number: 6HX14-2.45
	Page 1 of 3	
Authority	F.S. 1001.64, 1001.65, 1012.865	Date: 6/24/09
History	01/18/84, 3/27/91, 8/16/00, 10/17/01, 3/16/05	
Source	Human Resources	

Any full-time employee who is unable to perform assigned duties at the College because of personal sickness, accident, disability, or extended personal illness or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household, and who, consequently, must be absent from work shall be granted leave of absence, chargeable against sick leave, by the President or by the President's designated representative. The following provisions shall govern sick leave:

1. Extent of leave with compensation:
 - a) Each full-time employee shall earn one day of sick leave with compensation for each calendar month or major fraction of a calendar month of service not to exceed twelve (12) days for each fiscal year, provided that such leave shall be taken only when necessary because of sickness as described above. Such sick leave shall be cumulative from year to year. 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 (1/2) of the sick leave accumulated at any time has been earned at the College.
 - b) Sick leave shall be used or accrued only as it is earned and cannot be drawn on in advance. This procedure is consistent with the method used for incrementing earned annual leave. Eligible members refer to BOT Rule 6HX14-2.51.
 - c) A full-time employee is permitted to be absent not to exceed four (4) days annually for personal reasons; provided, however, that allowable absences for personal reasons are non-cumulative, and must be charged to accrued sick leave.
2. Supervisor/Administrative Notification
 - a) Any full-time employee who finds it necessary to be absent from assigned duties for reasons chargeable to sick leave, shall notify his/her immediate supervisor or department director, before the opening of the College on the day of the absence, or as soon as possible that day, except for emergency reasons recognized by the President as valid. Any employee shall, before claiming and receiving compensation for the time absent from assigned duties because of sick leave as prescribed in this section, make and file a completed leave form signed by the appropriate supervisor, which shall set forth the day or days absent, and reason for absence.
 - b) A certificate of illness from a licensed physician or from the county health officer may be required if the absence is for personal illness or accident disability and is more than five (5) consecutive workdays in duration. A physician's certificate will be required after seven (7) consecutive days of family or household illness or disability. If an employee desires to

RULE

Subject	Sick Leave for All Employees	Number: 6HX14-2.45
	Page 2 of 3	
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- c) return to work prior to the date indicated by the physician's statement, written approval must be granted by the physician and submitted to the supervisor, with a copy to the human resources office.
- 3. Sick leave may not be used as vacation.
- 4. Pregnancy disability may be charged to sick leave. If an employee does not have enough sick leave to cover the period of pregnancy disability, vacation leave, if accrued, may be used. An employee requesting a leave for pregnancy disability whose sick or vacation leave has been exhausted may request a personal leave of absence without salary.
- 5. Parental leave may be taken following the birth or adoption of a child in accordance with the provisions of the Family and Medical Leave Act (FMLA). Sick leave may be used by either parent for that period of time when the mother is considered disabled by her physician. In all other situations, parental leave must be charged to accrued vacation leave or, if vacation leave has been exhausted, taken as leave without pay.
- 6. Eligible members of the sick leave pool should refer to Rule 6HX14-2.52.
- 7. Terminal Pay for Unused Sick Leave
 - a) Terminal pay for accumulated unused sick leave shall be provided to employees with accrued sick leave upon voluntary termination or to the designated beneficiary if service is terminated by death. Upon involuntary termination of employment for any cause, other than as stated in this section, sick leave accruals are void.
 - b) Terminal sick leave shall be paid in accordance with this rule, provided that the eligible employee has provided resignation notice of voluntary termination of at least two (2) weeks prior to termination for non-contract positions, and at least four (4) weeks for contract positions. If notice of voluntary termination has not been given as required, the employee will forfeit the prorated portion of sick leave which has accrued in the fiscal year in which the resignation occurred.
 - c) The amount of the terminal pay will be calculated according to the following rules and definitions:
 - 1. "Educational support employee" means any person employed by the College as an education or administrative paraprofessional; a member of the operations, maintenance, or comparable department; or a secretary, clerical, or comparable level support staff.

RULE

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	Page 3 of 3	
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2. "Instructional employee" shall be used synonymously with the word "teacher" or "faculty" and includes a faculty member; librarian, counselor, and other comparable employees engaged in an instructional capacity at the College.

3. Educational support employees and instructional employees shall receive terminal pay for accumulated sick leave calculated by multiplying the employee's daily rate of pay times: (a) 45% after completing seven (7) years of service or (b) 50% after completing ten (10) years of service, times the total number of accumulated sick leave days credited to the employee at the time of voluntary termination or death.

4. Employees other than educational support employees or instructional employees hired after July 1, 1995 shall be paid terminal sick leave after completing seven (7) years of service, calculated by multiplying accumulated sick leave by 25% times the employee's daily rate of pay, provided, however, the maximum payment for such employees shall not exceed a maximum of 60 days of the employee's daily rate of pay. For employees hired prior to July 1, 1995 terminal payment for unused sick leave accumulated prior to July 1, 1995, and accumulated sick leave transferred in to SCF upon hire, shall be calculated according to the College rule in effect at the time the sick leave was accrued. Employees other than educational support employees or instructional employees hired prior to July 1, 1995 who terminate employment after July 1, 2001 will be paid in accordance with the Board of Trustees rule in effect as of June 30, 2001 for all accumulated sick leave accrued prior to July 1, 2001 and not used as of date of termination. Terminal pay for sick leave accumulated after July 1, 2001 will be equal to 25% of the value of the employee's sick leave accumulated on or after July 1, 2001 or 60 days of the employee's daily rate of pay, whichever is less. Sick leave will continue to be earned on or after July 1, 2001 and allowed to be used in accordance with this rule, but may not be accumulated for terminal pay purposes until the accumulated sick leave balance as of June 30, 2001 is less than 60 days.
 - d) If an employee terminates employment and receives terminal pay benefits in accordance with this rule; any accumulated sick leave in excess of the terminal pay permitted by this rule shall be invalid; however, if an employee terminates without receiving terminal pay benefits and is reemployed, such employee's sick leave credit shall be reinstated.