

RULE

Subject	Vacation Leave	Number: 6HX14-2.49
Authority	F.S. 240.319	Date: 6/24/09
History	01/18/84, 8/16/00, 11/20/02, 6/30/03	
Source	Human Resources	

State College of Florida, Manatee – Sarasota provides vacation leave in accordance with the State Board of Community College guidelines.

A. Vacation leave is provided for all personnel employed on twelve (12) months' basis.

Vacation leave, exclusive of holidays, is accrued by College personnel, excluding executive, administrative and Senior Management personnel, not to exceed the rate of one (1) day for each month or major fraction of a calendar month of service up to five (5) years, one and one fourth (1 ¼) days for each month or major fraction of a calendar month of service from five (5) to ten (10) years and one and one-half (1 ½) days for each month or major fraction of a calendar month of service over ten (10) years in any Florida public community college; provided, however, that no employee shall accumulate more than forty-four (44) days of vacation leave at the end of any calendar year. Vacation leave credits earned in excess of forty-four (44) days on December 31 shall be reduced to forty-four (44) days on January 16 of each year, subject to Section B below.

For executive and administrative personnel, exclusive of Senior Management, and twelve month faculty, librarians and counselors, vacation leave, exclusive of holidays, is accrued not to exceed the rate of 1.84 days for each month or major fraction of a calendar month, provided, however, that no employee shall accumulate more than forty-four (44) days of vacation leave at the end of any calendar year.

Vacation leave credits earned in excess of forty-four (44) days on December 31 shall be reduced to forty-four (44) days on January 16 of each year, subject to Section B below.

For Senior Management personnel, vacation leave, exclusive of holidays, is accrued not to exceed the rate of 2.5 days for each month or major fraction of a calendar month, provided, however, that no employee shall accumulate more than sixty (60) days of vacation leave at the end of any calendar year. Total vacation leave credits earned in excess of sixty (60) days on December 31 shall be reduced to sixty (60) days on January 16 of each year, subject to Section B below.

A.B. Excess Vacation Leave

Executive, administrative and, career personnel shall exchange accrued vacation leave in excess of the maximum accrual as of December 31 for compensatory reimbursement into any College approved 401(a)Plan and/or 403(b) Plan at the employee's current hourly/daily rate for up to a maximum of five (5) days. Any remaining vacation balance beyond the allowable maximum accrual will be transferred to sick leave.

Senior Management personnel shall transfer up to a maximum of fifteen (15) days of vacation accrual for compensatory reimbursement into any College approved 401(a)Plan and/or the 403(b) Plan regardless of the maximum accrual threshold, providing the employee's available balance is equal to, or greater than the number of days desired to exchange. Elections for transfer of days into the approved 401(a)Plan and/or 403(b) Plan must be to Human Resources no later than December 1 of each year.

Such pay transfer shall be considered "special pay" and shall be subject to the limitations imposed by the Florida Statutes.

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Any remaining vacation balance beyond the allowable maximum accrual will be transferred to sick leave. Such vacation leave transferred to sick leave shall be without compensation and can only be used in the calculation of terminal sick leave pay as authorized in Section 240.343(2)(d) Florida Statutes.

- B.C. Vacation time shall be scheduled so that there will be a minimum of disruption to the operation of the College, and requires prior approval of department manager.
- C.D. Such leave when granted shall be considered as earned and upon termination of employment, the employee may be paid for unused vacation leave at the employee's current rate of pay as of the date of termination. Terminal vacation leave shall be paid in accordance with this rule, not to exceed 60 days for Senior Management, 44 days for executive and administrative personnel other than Senior Management, and 30 days for all other personnel. Terminal vacation leave shall be paid in accordance with this rule, provided that the eligible employee has provided resignation notice of at least two (2) weeks for non contract positions, and at least four (4) weeks for contract positions. If this notice has not been given, the employee will forfeit the prorated portion of vacation leave accrued in the fiscal year in which the resignation occurred. Except in extraordinary cases, with the approval of the department director and the Director of Human Resources an employee may not use vacation as part of the resignation notice. The final date of employment will not be extended by the number of days of unused vacation leave.
- D.E. In the case of death of the employee, payment of unused vacation leave at the time of death shall be paid to the College sponsored 401(a) Plan and/or the 403(b) Plan.
- E.F. Employees paid by grant funds will not be paid for unused vacation leave at the time of termination.