



Santa Fe College Rules Manual

Title: **Leaves of Absence**

Rule 3.20

General Authority: FS 1001.64(18)

Law Implemented: FS 1012.855, 1012.865; 6A-14.0432, FAC; 29 USC 2601 et seq.

Effective Date: April 17, 2001

Purpose: To establish policies related to leaves of absence for employees of the District Board of Trustees.

The president shall establish procedures for the implementation of this rule.

General Provisions

Leave of absence is defined as permission by authorized individuals for an employee to be absent from his or her assigned duties for a specified period of time with the right of returning to employment, without prejudice, on expiration of the leave. With the exception of sick leave, authorized leave must be approved in advance of the absence.

For purposes of this rule, employees are educational support employees on technical/professional and career service salary schedules, instructional staff, and all other 12-month personnel on executive/managerial salary schedule, who are filling authorized full-time positions, including annual contract positions with reduced hours, and paid from salary accounts.

Other Personnel Services (OPS) staff, including but not limited to part-time instructors, non-credit hourly instructors, substitute instructors, part-time professionals, temporary or casual laborers, educational aids, and work study students, are not eligible for leave of absence with compensation.

Authorized Leave

The college is authorized to grant the following types of leaves of absence:

Administrative Leave	Judicial Leave
Consulting Leave	Military Leave
Extended Personal Leave	Sabbatical Leave
Family Medical leave Act	Sick Leave
Illness-in-line-of-duty	Vacation Leave

Special provisions related to each type of leave are included below.

Administrative Leave

Administrative leave may be granted at the discretion of the President or his/her designee to protect the health, welfare, or safety of the College employees.

Consulting Leave

Consulting leave is allowed for contract personnel only and is not to exceed 12 days within any fiscal year.

Extended Personal Leave

Leave may be granted at the discretion of the Board for an extended period of up to one year. An additional application for leave may be filed at the expiration of approved leave and new leave may be granted at the discretion of the Board; only one such additional application may be considered by the Board.

Family and Medical Leave Act

Santa Fe College complies with the Family Medical Leave Act (FMLA) of 1993 and does not interfere with, restrain, or deny the exercise of any rights provided under the FMLA.

Illness-in-line-of-Duty Leave

Any full-time employee shall be entitled to illness-in-line-of-duty-leave when he/she has to be absent from duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in College work.

Judicial Leave

Judicial leave shall be granted.

Military Leave

Military leave shall be granted in accordance with Florida Statute and Florida Administrative Code.

Sabbatical Leave

Sabbatical leave may be granted for instructional staff to pursue professional and/or professionally related personal objectives. Employees granted sabbatical should return

for additional service following the sabbatical leave. Leave credit for vacation and sickness shall not be earned by employees on sabbatical leave.

Sick Leave

Any full-time College employee who is unable to perform his/her duties because of personal illness or because of sickness, accident, disability, or extended personal illness or death of the employee's father, mother, brother, sister, spouse, child, other close relative, or member of the employee's own household and, consequently, has to be absent from work, shall be granted leave of absence for sickness. An employee disability caused or contributed to by pregnancy, childbirth, or related medical conditions affecting the employee shall be considered the same as personal illness for purposes of this policy.

Any full-time employee who is granted sick leave by the College shall receive regular pay while on approved sick leave to the extent earned accumulated sick leave credit is available to offset the time absent for work.

Each full-time employee shall earn credit toward one day (8 hours) of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days (96 hours) of credit during any fiscal year. Annual contract positions with reduced hours will earn sick leave hours equal to the percentage of the employee's full-time equivalency. Such sick leave credits shall be cumulative from year to year.

Full-time employees having sufficient accumulated sick leave credit may be granted up to 4 days for personal reasons during each fiscal year, such period of absence to be with pay. Such leave, when granted, shall be charged against the employee's accumulated sick leave credits. Personal leave shall be non-cumulative.

Accumulated unused sick leave credits shall be accepted from previous employment at Santa Fe College, another Florida College System institution, the Florida Department of Education, the State University System of Florida, or a Florida county board of public instruction, provided that at least one-half of the sick leave credited at any time must have been earned at Santa Fe College.

Vacation Leave

Vacation leave for 12-month personnel is authorized. Vacation leave shall be credited according to the following schedule:

A. Educational Support Employees and 12-Month Instructional Staff

<u>Years of Service to a Florida College System Institution</u>	<u>Hours Earned</u>
0 through 5 years	8 hours per month
6 through 10 years	10 hours per month
After 10 years	12 hours per month

B. All Other 12-Month Personnel [This schedule shall become effective July 1, 2001. Executive/managerial personnel shall continue to earn vacation leave at the same rate as educational support employees and 12-month instructional staff through June 30, 2001.]

Executive/Managerial (not Senior Management)	22 days per year
Executive/Managerial (Senior Management)	30 days per year

Annual contract positions with reduced hours will earn vacation leave hours equal to the percentage of the employee's full-time equivalency.

Terminal Pay

Sick Leave

Executive/managerial staff hired on or after July 1, 1995, with two continuous years of service at Santa Fe College are permitted to draw reimbursement for one-fourth of all unused sick leave accumulated on or after July 1, 1995; however, terminal pay allowable for such accumulated sick leave shall not exceed a maximum of 60 days.

Employees leaving the college will be paid for unused sick leave according to the schedule listed below. For unused sick leave accumulated prior to July 1, 1995, and transferred to SF, terminal pay shall not be limited to one-fourth of all unused sick leave or to a maximum of 60 days, but will follow the guidelines listed below.

For terminal pay purposes, time of previous employment at Santa Fe College shall be included for those employees who return after a break in service.

Upon termination and after two continuous years of service at Santa Fe College, executive/managerial staff hired before July 1, 1995, and all other full-time employees are permitted to draw reimbursement for the sick leave days that have not been used at such time as they terminate their employment with the College according to the following:

- A. During the third year of service, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
- B. During the next three years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
- C. During the next three years of service, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
- D. During the tenth year of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
- E. During the next 20 years of service, the daily rate of pay multiplied by 50 percent plus up to an additional 2.5 percent per year for each year of service beyond 10 years, times the number of days of accumulated sick leave.

Compensation for accrued sick leave will not be paid to any employee who is terminated from the College for cause.

Sick leave may be paid to grant-funded personnel if funds have been established within provisions of the grant.

Vacation Leave

Upon termination of employment with the College, educational support employees and 12-month instructional staff may be paid for unused vacation leave credits, which shall be computed on the basis of that employee's current daily rate of pay provided, however, that such payment shall not exceed an amount equal to 30 days of pay.

Upon termination of employment with the College, executive/managerial, not senior management, employees may be paid for unused vacation leave credits, which shall be computed on the basis of that employee's current daily rate of pay provided, however, that such payment shall not exceed an amount equal to 44 days of pay.

Upon termination of employment with the College, executive/managerial, senior management, employees may be paid for unused vacation leave credits, which shall be computed on the basis of that employee's current daily rate of pay provided, however, that such payment shall not exceed an amount equal to 60 days of pay.

Vacation leave credits earned in any calendar year in excess of the maximum 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.

Vacation leave may be paid to grant-funded personnel if funds have been established within provisions of the grant.

Pre-Tax Program for Employee Terminal Pay

The College will provide for an Internal Revenue Service qualified pre-tax program for employee terminal pay. The terms of the program will be determined in a manner deemed to be most advantageous to employees and the College.

Other Provisions

Sick Leave Pool

The president is authorized to establish procedures for a Sick Leave Pool allowing full-time employees to pool sick leave accrued hours and draw on such pooled sick leaves in accordance with Florida Statutes.

Rule History

April 2001 (410.300)
December 1999 (410.278)
June 1998 (410.252)
February 1996 (410.191)
October 1995 (410.188)
September 1994 (410.174)
January 1994 (410.171)
July 1989 (410.137)
August 1987 (410.128)
August 1985 (410.116)
August 1981 (410.90)
November 1977 (410.71)
June 1976 (410.58)
March 1974 (410.44)
October 1972 (410.28)
May 1972 (410.24)
February 1971 (410.16)
June 1969 (410.10)
May 1969 (410.08)
March 1969 (410.07)