

## Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 3.09	Leaves of Absence	FS 115.09 FS 115.14	FS 115.09 F.S. 1012.865 FS 115.14		2/22/2010

The Board of Trustees directs the President to make available to Polk State College faculty and staff, in accordance with Florida Statutes and Florida Board of Education Rules, a leave of absence policy and related procedures for the implementation as well as the application and evaluation of requests for such employment leave:

### 1. Sick Leave

Full-time employees earn one sick day each month they are employed at PSC, provided they have worked 50% or more of the work days in that month. These paid days are accumulated from one year to the next. Sick leave may be taken for an employee's own illness or for the illness or death of a close relative or member of your household.

The President is authorized to require a certificate of illness from a licensed physician or county health officer in sick leave cases that require three days or more of absences. Payment for accumulated sick leave at termination of employment is covered in Board Rule 3.24.

### 2. Sick Leave Pool Program

The District Board of Trustees recognizes the hardship that some employees experience when dealing with serious personal illness or injury without having enough sick leave to cover the employee's time off. This rule authorizes the President to create a voluntary Sick Leave Pool for full-time employees as defined by Florida statute for Polk State College.

### 3. Personal Leave

Full-time employees shall be allowed four days' absence for personal reasons each year; these absences will be charged to accrued Sick leave.

#### **4. (Vacation) Leave**

In order for Polk State College employees to be granted leave, they must have been employed for a six-month period immediately prior to the commencement of the leave.

- a. The College shall provide annual (vacation) leave for twelve-month personnel based on service not to exceed:
  - i. During the first five (5) years of service, one (1) day for each calendar month or major fraction thereof.
  - ii. During the next five (5) years of service, one and one-fourth (1¼) days for each calendar month or major fraction thereof.
  - iii. After the tenth (10<sup>th</sup>) year of service, one and one-half (1½) days for each calendar month or major fraction thereof.
- b. Unused vacation leave credit may accumulate, but credit in excess of forty-four (44) days on December 31 shall be reduced to forty-four (44) days on January 1 each year.
- c. The college shall pay employees upon termination of employment for unused vacation leave not to exceed thirty (30) days. In case of death, such pay shall be paid to the employee's beneficiary, estate, or as provided by law.

#### **5. Family and Medical Leave**

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

#### **6. Military Leave**

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

#### **7. Temporary Duty Leave**

Temporary duty leave as defined in State Board of Education Rule shall be granted for good and sufficient reasons upon the recommendation of the President or designee.

#### **8. Consulting Leave**

Upon recommendation of the President or designee, full-time employees of the college may be granted up to five days' leave per year without loss of pay for the purpose of

consulting.

## **9. Professional Leave**

Professional leave is defined as leave granted to an employee to engage in activities which will result in professional benefit or advancement. The activities include the earning of college credits and degrees or other activities that will contribute to the profession of teaching or to the benefit of the institution.

## **10. Sabbatical Leave**

Sabbatical leave may be granted for instructional staff to pursue professional growth and development.

The availability of sabbatical leave is dependent on the college's budget and operational needs. The College is under no obligations to make this opportunity available if funding is not available.

## **History**

Formerly Rule 3.11;

Adopted: December 23, 1974;

Revised: August 26, 1975, June 24, 1981, June 29, 1987; combined with Rule 3.20 and revised January 24, 1994, July 2, 1998 and February 22, 2010.

## **Distribution**

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All Polk State College Employees