

# Polk State College Procedure

Subject	Reference	Date	Number
<b>Sick Leave/Vacation Accumulation and Use Reporting Method</b>	<b>Board Rule 3.09 Board Rule 3.01 SBE Rule 6A-14.0431</b>	<b>8/2/10</b>	<b>6017</b>

1. Purpose

To establish a procedure for accumulation, equitable application, and administration of sick and vacation leave for policy effective January 1, 1996.


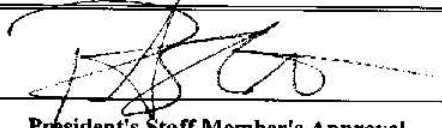
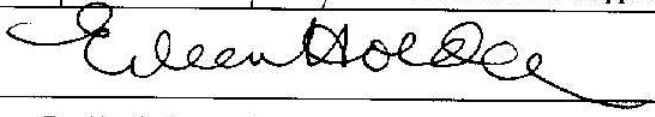
II. Procedure

- A. Sick leave for all full-time, regular employees employed on other than a 12-month basis shall be accrued according to Board policy and reported used to the nearest one quarter hour.
- B. Sick leave for all full-time, regular employees on a 12-month basis shall be accrued according to Board policy and reported used to the nearest quarter hour.
- C. Personal leave is deducted from the sick leave balance; therefore, the reporting procedures shall be the same as sick leave.
- D. The decision related to what portion of a full day's work has been completed, and whether a claim for sick leave is required, shall be made by the immediate supervisor.
- E. Vacation time shall be accrued according to Board policy and reported used to the nearest quarter hour.
- F. All new full-time regular, employees must complete a sick leave transfer statement during employment processing or no later than sixty (60) work days after employment.

Employees changing from part-time to full-time regular status will be informed that they must complete a sick leave transfer statement not later than sixty (60) days after the effective date of the change. This benefit will not be available if the request for sick leave transfer is not initiated within the sixty (60) day limit. (See Attachment 1)

**History:** Adopted: 5/12/75  
Revised: 08/10/79; 08/01/81; 05/26/88; 02/19/96 and 8/2/10.

**Distribution:** All holders of PSC Procedure Manuals

	8/2/10		8/2/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/2/10
President's Approval			Date