

6Hx19-2.15ADMINISTRATION OF SICK LEAVE WITH COMPENSATION

The purpose of this Board Rule is to establish Board policy for the accrual and use of sick and personal leave with compensation.

1. Sick leave is earned from the time a full-time employee is employed and is credited on the day of the last pay day of each month. Accumulated sick leave hours are reported on the pay stub and available on the PHCC website at the myBenefits link.
2. Each full-time employee shall accrue one day of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days for each calendar year; provided that such leave be taken only in accordance with District Board of Trustees Rule 6Hx19-2.13 *Authority for Sick Leave*. 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 Florida 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 must have been established while employed by the College.
3. A full-time employee may be granted absence not to exceed four (4) days (32 hours) for personal reasons per calendar year. Absence for personal reasons shall be charged only to accrued sick leave and shall be non-cumulative. Personal leave may be used for private reasons of the employee and must be approved in advance by the President or designee, except for emergency reasons.
4. Sick leave and personal leave cannot be taken in amounts of less than one-fourth (1/4) hour increments.

Rule Adopted: 4/13/72; 11/19/72; 7/11/74; 8/19/74; 5/19/75; 8/25/75; 9/20/76; 5/16/77; 6/12/78; 11/19/79; 12/19/79; 1/14/80; 12/17/84; 10/21/85; 11/16/87; 7/17/90; 2/20/96; 10/21/97; 5/19/98; ■8/25/03; ■09/02/08

Effective Date: 4/13/72; 11/9/72; 7/11/74; 8/19/74; 6/9/75; 10/7/75; 10/24/76; 6/8/77; 6/12/78; 11/19/79; 12/19/79; 1/14/80; 12/17/84; *7/1/85; 11/16/87; 7/17/90; 2/20/96; 10/21/97; 5/19/98; ■08/25/03; ■09/02/08

Legal Authority:

General Authority: FS 1001.64; 1001.65; 1012.865

Other References:

Law Implemented: FS 1001.64(1)(2)(4)(18)(43)(44); 1001.65(1)(3)(16)(25); 1012.865

Proposer: Katherine M. Johnson, President

*Emergency Action - Retroactive

■President's Cabinet Approval - Non-Substantive/Editorial