

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
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## Purpose

The purpose of this procedure is to explain the process by which full-time employees shall earn, accumulate, use or be paid for vacation leave.

## Procedure

- A. College personnel who are employed on a full-time twelve-month basis shall earn, accumulate, use or be paid for vacation leave as provided by College Board Rules and Procedures.
- B. Vacation leave for career personnel will be computed as provided herein.
  1. Sixteen (16) days of vacation leave will be granted per year for the first five (5) years of service.
  2. The first month following the completion of five (5) years of service, nineteen (19) days of vacation leave will be granted per year.
  3. The first month following the completion of ten (10) years of service, twenty-two (22) days of vacation leave will be granted per year.
- C. Vacation leave for administrative and professional personnel will be computed as follows:
  1. Sixteen (16) days of vacation leave will be granted per year for the first five (5) years of service.
  2. The first month following the completion of five (5) years of service, nineteen (19) days of vacation leave will be granted per year.
  3. The first month following the completion of ten (10) years of service, twenty-two (22) days of vacation leave will be granted per year.
- D. Vacation leave for senior management personnel will be computed as follows:
  1. Twenty (20) days of vacation leave will be granted per year for the first five (5) years of service.
  2. The first month following the completion of five (5) years of service, twenty-two (22) days of vacation leave will be granted per year.
  3. The first month following the completion of ten (10) years of service, twenty-four (24) days of vacation leave will be granted per year.

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E. In the computation of years of service the provisions set forth herein shall apply.

1. Years of service at other Florida State College system institutions may be considered as service at this institution.
2. Only active service as a full-time employee may be used to compute vacation leave.
3. A calendar month of service or a major fraction of a calendar month of service must be rendered as a full-time employee in a twelve-month position to earn vacation leave.

F. Vacation leave may be accumulated up to a maximum of forty- four (44) days (352 hours) for all full-time employees, with the exception of faculty and senior management personnel, as of the end of the calendar year. Vacation leave may be accumulated up to a maximum of sixty (60) days (480 hours) for senior management personnel as of the end of the calendar year.

1. Accrued vacation leave in excess of the maximum on December 31 shall be transferred to sick leave on January 1 of the following year. Such vacation leave transferred to sick leave will be classified as non-compensatory accrued sick leave and cannot be used in the calculation of terminal sick leave pay.
2. Upon termination of employment, the College is authorized to pay employees for any unused vacation leave not to exceed thirty (30) days (240 hours).
3. The College is authorized to pay employees who enter the Division of Retirement's Deferred Retirement Option Program (DROP) for accrued vacation leave not to exceed thirty (30) days (240 hours). Should the employee have vacation accruals in excess of thirty (30) days (240 hours), the employee may carry those accruals for use during their continued employment with the College.
  - a. If the annual leave lump sum payment received by the employee at the time they enter DROP is less than the maximum allowed by the College thirty (30) days (240 hours), the employee may receive a second lump sum payment at the end of DROP for the difference between the hours initially paid and the maximum allowable.
4. If an employee is reassigned to other than a twelve-month vacation accrual position without a break in service, the leave balance will remain to the employee's credit until such time as the leave is exhausted or the employee terminates employment with the College. Compensation for unused leave will be administered in accordance with paragraph E (2) above.

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- G. Compensation for vacation leave will be based upon the employee's approved rate of pay at the time of separation from the College.
1. If an employee voluntarily transfers to a position that is not authorized for vacation leave earning and use, the compensation for unused vacation leave, up to a maximum of thirty days (240 hours), will be paid in a lump sum to the employee at that time. This clause will apply to all employees transferring in such manner on or after August 16, 2003 only.
- H. Approval to use vacation (annual) leave is at the discretion of the position supervisor. Approval shall not be withheld unless the used leave would unnecessarily hamper the effective and efficient operations of the College. In such an instance, every effort shall be made to accommodate an employee's reasonable scheduling of alternate dates for the use of vacation (annual) leave.
- I. The College President may, at their discretion, approve an annual cash-out of vacation leave not to exceed 40 hours. The criteria for such cash-out will be determined at the time of approval.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 12, 2014

Revision Date: December 2, 2014, November 2, 2016, March 13, 2024