

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2504

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PROCEDURE TITLE: Leave for Illness or Injury in Line-of-Duty

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-83 All Personnel: Worker's Compensation Law

EFFECTIVE DATE: March 24, 1972

LAST REVISION DATE: March 8, 2005, August 2021, April 2022; July 6, 2023; May 13, 2024; October 4, 2024

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I. PURPOSE

To outline the process for an employee to apply for leave, if required to be absent from his/her duties because of a personal injury or from any illness contracted while working at the institution.

II. PROCEDURE

The following requirements shall apply to all employees for this type of leave:

A. Full-Time Employees:

A full-time employee requiring leave due to illness or injury in the line-of-duty may submit the appropriate leave request via MDConnect.

A full-time instructional, professional exempt contractual, professional exempt non-contractual and support non-exempt personnel who qualify for Illness/Injury In-Line-Of-Duty leave shall be authorized for a total of not more than twelve (12) workdays during the contract year. If disability or illness extends beyond the twelve (12) workdays period, a full-time employee may use available accrued leaves in this order:

For Instructional Employees

1. Accrued Sick Leave
2. Bank Points

For Professional Exempt Contractual Employees

1. Accrued Sick Leave
2. Accrued Vacation Days
3. Accrued PSAL time

For Professional Exempt Non-Contractual and Support Non-Exempt Employees

1. Accrued Sick Leave
2. Accrued Vacation Days


If the employee has no accrued sick leave balance, the employee will be placed on leave without pay and receive only the Worker’s Compensation for which he/she is eligible.

The employee's charge against accrued sick leave, if any, will be determined by converting the amount of Worker's Compensation paid into workdays or portion of workdays. The sick leave paid is that amount added to the Worker's Compensation to provide the employee's total daily rate of pay.

B. Part-Time Employees:

Part-time employees requiring an absence due to illness or injury in the line-of-duty shall be authorized to receive compensation for lost time from work as follows:

1. Lost time from work on the date of the reported illness/injury shall be compensated in full for the day’s regularly scheduled hours.
2. Time to attend scheduled follow-up care visits with the authorized Workers’ Compensation healthcare provider.
3. Time lost from work due to prescribed continued absence due to illness/injury in the line of duty as follows:
 - a. Workdays one (1) through seven (7) to be paid no later than twenty-one (21) days from date of illness/injury
 - b. Commencing on the 8th day of absence and going forward until medically released to return to work, the Part-Time employee is compensated directly by the Workers’ Compensation provider at a rate of 66 2/3% of the regular hourly rate of pay.

	10/04/2024
PRESIDENT	DATE