

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2501

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**PROCEDURE TITLE:** Vacation Leave for Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Employees

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-27 Full-Time Non-Instructional Personnel: Vacation Leave

**EFFECTIVE DATE:** January 3, 1980

**LAST REVISION DATE:** February 3, 2005

**LAST REVIEW DATE:** February 3, 2005

## I. PURPOSE

To provide full-time employees information on vacation leave accrual rate; leave requests, and payment of terminal vacation leave.

## II. PROCEDURE

A. Vacation Leave Accrual. See charts below:

1. PROFESSIONAL EXEMPT CONTRACTUAL (PEC) AND PROFESSIONAL EXEMPT NON-CONTRACTUAL (PENC) (Grades 15-20) AND SUPPORT NON-EXEMPT (SNE) PERSONNEL

<u>Accrual Time</u>	<u>Maximum Accrual</u>	<u>Maximum Payout at Termination</u>
1 day/mo.: 01-05 years	12 days/90 hrs	30 days/225 hrs
1.25/days/mo.: 06-10 years	15 days/112.50 hrs	30 days/225 hrs
1.50/days mo.: 10+years	18 days/135 hrs	30 days/225 hrs.

## 2. PROFESSIONAL EXEMPT CONTRACTUAL (PEC) (Grades 21-25)

<u>Accrual Time</u>	<u>Maximum Accrual</u>	<u>Maximum Payout at Termination</u>
1.50 days/mo.: 01-10 years	18 days/135 hrs	30 days/225 hrs
2 days/mo.: 10-20 years	24 days/180 hrs	30 days/225 hrs
2.5 days/mo.: 20+years	30 days/225hrs	30 days/225 hrs

3. Prior years of service in any Florida public community college shall be counted in the accrual rate. An employee's accrued vacation leave may not exceed a total of 330 hours (44 days) at the end of any calendar year. Therefore, annual leave accrued in excess of 330 hours (44 days) during any calendar year shall be used on or before December 31st, or accrued leave shall be reduced to forty-four (44) days effective January 1st of each year.
4. Personnel in a pay status for the calendar month or the major portion of a calendar month (major portion is defined as eleven (11) workdays) will have accrued vacation leave credited to their record by the Payroll and Benefits Accounting department. On or about the first of each month employees are credited with vacation leave earned the preceding month.
5. Vacation leave may not be advanced.
6. Professional exempt contractual personnel on Professional Development Leave (Without Pay) shall not accrue vacation leave.

## B. Vacation Leave Request

The Departmental Leave form should be utilized for the request of vacation leave. Vacation leave may be requested in 30 minute increments or whole days and must be approved in advance. Vacation leave must be requested sufficiently in advance to permit workload planning by the department supervisor. The vacation leave approval date shall always be a date prior to the beginning date of the vacation leave.

1. Vacation leave requests of less than 75 hours (10 days) consecutive workdays should be requested a minimum of two (2) weeks in advance.
2. Vacation leave requests of 75 hours (10 days) or more consecutive workdays should be requested a minimum of four (4) weeks in advance.
3. Vacation leave requests not submitted in advance to permit workload adjustment may or may not be approved subject to the discretion of the supervisor.


4. Vacation requests are subject to the discretion of the immediate supervisor who is responsible for ensuring that there is no conflict with staffing requirements or prove disruptive to the operation.

C. Utilization of Sick Leave in lieu of Vacation Leave

1. Personnel who become ill or are injured while on vacation leave may request that vacation leave be canceled and substituted by sick leave. This substitution may not be granted retroactively unless circumstances beyond the reasonable control of the employee prohibited immediate notification of the illness or injury to the supervisor.
  - a. The employee must provide reasonable documentation of the illness or injury upon return to work.
  - b. The supervisor may initiate the request for sick leave in behalf of the employee.

D. Vacation Leave Pay at Termination

1. The supervisor may authorize an employee to take accrued vacation leave prior to the termination date.
2. An employee shall not accrue vacation while on terminal vacation leave. Final salary payment shall be made on the regularly scheduled pay date following the date of termination. Terminal Leave Payment will be made in accordance with Policy II-84A.
3. Upon termination, an employee may be paid no more than thirty (30) days or 225 hours pay for unused vacation leave. In the event of the death of the employee, payment for the unused vacation leave (maximum of thirty (30) days or 225 hours) shall be made payable to the employee’s beneficiary, estate or as provided by law. All such payments will be paid through the College’s terminal leave payment program.
4. Upon retirement, an employee may be paid no more than sixty-two (62) days pay for unused vacation leave as provided by Florida Retirement System (FRS) rules. All such payments will be paid through the College’s terminal leave payment program.

	
2/3/05	
<b>PRESIDENT</b>	<b>DATE</b>

