

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2504

PAGE 1 of 2

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

LAST REVIEW DATE: March 8, 2005

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 full-time employees for this type of leave:

- A. The Departmental Leave Form must be processed immediately. If an employee qualifies, Illness/Injury In-Line-Of-Duty leave shall be authorized for a total of not more than twelve (12) working days during the contract year for instructional, professional exempt contractual personnel or fiscal year for professional exempt non-contractual and support non-exempt personnel. If disability or illness extends beyond twelve (12) days, the employee may use the following leave 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. Flexible days
4. Accrued PSAL time

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

1. Accrued Sick Leave
2. Accrued Vacation Days
3. Flexible 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.

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

	
	3/8/05
PRESIDENT	DATE