

## 6Hx19-2.19 VACATION LEAVE

The purpose of this Board Rule is to establish Board policy relating to eligibility of College employees for accrual, carry-over and payment of accumulated vacation leave.

Only regular full-time and part-time non-faculty and non-duty day College employees are eligible to earn vacation leave beginning with the first day of employment. The employee is credited with 50% of vacation leave earned to on the first pay day and at the last pay day of each month. Accumulated vacation leave hours are reported on the pay stub or are available for viewing on the PHSC Employee Self Service website.

Vacation leave accrues based in part on years of service in any institution within the Florida College System, as follows:

0 to 5 years: one (1) day (8 hours) for each month or major fraction of a calendar month of service

5 to 10 years: one and one fourth (1 1/4) days (10 hours) for each month or major fraction of a calendar month of service

10 years or more: one and one-half (1 1/2) days (12 hours) for each month or major fraction of a calendar month of service

For faculty who assume non-faculty positions, years of service for calculating the accrual of vacation leave shall include all years of service in the Florida College System, including instructional assignments.

Part-time regular employees shall receive vacation leave on a pro-rata basis.

Vacation leave may accumulate, but leave balances in excess of 44 days (352 hours) on December 31 shall be reduced to 44 days (352 hours) on January 1 of each year.

Vacation leave may not be used without prior approval from the supervisor, except when Human Resources Office action is necessary. Vacation leave cannot be taken in amounts less than one-fourth (1/4) hour.

Terminating employees or staff transferring to non-vacation earning positions (except those terminating during an initial probationary period or any extension thereof), will be paid up to 500 hours of accrued vacation leave with their final pay check. In case of the death of an employee, such pay shall be paid to the employee's beneficiary, estate, or as provided by law. Hours not paid over the 500 hour allotment will be voided.

Employees going into Deferred Retirement Option Plan (DROP) will be paid for accumulated vacation leave in accordance with District Board of Trustees Board Rule 6Hx19-2.531, *Payment of Accumulated Vacation (Annual) Leave to Eligible Employees Electing to Participate in the Deferred Retirement Option Plan (DROP)*.

## VACATION LEAVE - GRANT PERSONNEL

Vacation leave accrued during a grant contract period must be used by the employee prior to the contract ending date. Grant funds are not authorized for payment after the end of the grant period. Unused vacation leave will not be paid to employees upon termination of a grant contract.

Rule Adopted: 4/13/72; 7/11/74; 5/19/75; 6/16/75; 8/25/75; 4/12/76; 11/19/79;  
12/17/79; 1/14/80; 12/17/84; 11/16/87; 2/20/96; 10/21/97; 5/19/98;  
■8/12/02; 2/17/03; ■10/18/04; 11/18/08; ■08/24/12; 11/19/19;  
2/20/24

Effective Date: 4/13/72; 7/11/74; 6/9/75; 7/7/75; 10/7/75; 5/31/76; 11/19/79;  
12/17/79; 1/14/80; 12/17/84; 11/16/87; 2/20/96; 10/21/97; 5/19/98;  
■8/12/02; 2/17/03; ■10/18/04; 11/18/08; ■08/24/12; 11/19/19;  
2/20/24

### **Reviewed:**

**President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18**

### Legal Authority:

General Authority: Florida Statutes:1001.64; 1001.65

### Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(44);1001.65(1)(3)(24)

Proposer: Timothy L. Beard, President

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

**PASCO-HERNANDO STATE COLLEGE  
STATEMENT OF ESTIMATED REGULATORY COSTS  
FS 120.54 (2)(a)**

**September 17, 2019**

**District Board of Trustees Rule 6Hx19-2.19**

**VACATION LEAVE**

**PURPOSE:**

The purpose of this Board Rule is to establish Board policy relating to eligibility of College employees for accrual, carry-over and payment of accumulated vacation leave.

One proposed amendment is to delete language that prohibited staff from taking vacation leave during the initial probationary period or extension of same. Another amendment adds that employees transferring to non-vacation earning positions will be paid up to 240 hours of accrued leave time in their final paycheck. Hours over the 240 hours will be voided.

**PROPOSED REGULATORY COSTS:**

a) **An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:**

The amended Rule applies to all employees who accrue vacation leave time.

b) **An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:**

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) **An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):**

The revised policy is not expected to have any financial impact on any entity outside of the

College.

**d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:**

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

**e) Any additional information that the agency determines to be useful:**

There is no additional information necessary.

**f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:**

There have been no good faith written proposals submitted under FS 120.54(1)(a).