

6Hx19-2.15 **ADMINISTRATION OF SICK LEAVE WITH COMPENSATION**

The purpose of this Board Rule is to establish Board policy for the accrual and use of sick and personal leave with compensation.

1. Sick leave is earned from the time a full-time employee is employed and is credited 4 hours of sick leave earned on the day of the first pay day and last pay day of each month for a total of eight (8) hours each month. Accumulated sick leave hours are reported on the pay stub or available for viewing on the PHSC website at the myBenefits link.
2. Each full-time employee shall accrue one day of sick leave with compensation for each calendar month or major fraction of a calendar month of service. Such leave shall be taken in accordance with District Board of Trustees Rule 6Hx19-2.13 *Authority for Sick Leave*. Such sick leave shall accumulate from year to year. Accumulated sick leave may be transferred from another institution within the Florida College System, the Florida Department of Education, the Florida university system, a Florida public school district, or a state agency; provided that at least one-half (1/2) of the sick leave accumulated at any time must have been established while employed by the College.
3. A full-time employee may be granted absence not to exceed four (4) days (32 hours) for personal reasons per calendar year. Absence for personal reasons shall be charged only to accrued sick leave and shall be non-cumulative. Personal leave may be used for private reasons of the employee and must be approved in advance by the President or designee, except for emergency reasons.
4. Sick leave and personal leave cannot be taken in amounts of less than one-fourth (1/4) hour increments.

Rule Adopted: 4/13/72; 11/19/72; 7/11/74; 8/19/74; 5/19/75; 8/25/75; 9/20/76; 5/16/77;
6/12/78; 11/19/69; 12/19/79; 1/14/80; 12/17/84; 10/21/85; 11/16/87;
7/17/90; 2/20/96; 10/21/97; 5/19/98; ■8/25/03; ■09/02/08; ■08/24/12

Effective Date: 4/13/72; 11/9/72; 7/11/74; 8/19/74; 6/9/75; 10/7/75; 10/24/76; 6/8/77;
6/12/78; 11/19/79; 12/19/79; 1/14/80; 12/17/84; *7/1/85; 11/16/87; 7/17/90;
2/20/96; 10/21/97; 5/19/98; ■08/25/03; ■09/02/08; ■08/24/12

Reviewed:

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

Legal Authority:

General Authority: FS 1001.64; 1001.65; 1012.865

Other References:

Law Implemented: FS 1001.64(1)(2)(4)(18)(43)(44); 1001.65(1)(3)(16)(24); 1012.865

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Administration of Sick
Leave with Compensation

Proposer: Timothy L. Beard, President

*Emergency Action - Retroactive

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