

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 PHCC website at the MyBenefits link.

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. Vacation leave may *not* be used during an initial probationary period or any extension thereof.

Terminating employees, except those terminating during an initial probationary period or any extension thereof, will be paid up to 30 days (240 hours) for 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.

Employees retiring from PHCC will be paid for accumulated vacation leave in accordance with District Board of Trustees Board Rules 6Hx19-2.53, *Payment of Accumulated Leave*

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at Retirement or Death and 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

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

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)(25)

Proposer: Katherine M. Johnson, President

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