

Polk State College

District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 3.09	Leaves of Absence	DBOT Rule 3.24 FS 115.09 FS 115.14	FS 115.09 F.S.1012.865 FS 115.14		01/25/2021

I. Purpose

The Polk State District Board of Trustees directs the College President to maintain a leave of absence policy for faculty and staff, including related procedures for implementation, in accordance with *Florida Statutes* and *Florida Board of Education Rules*. Additionally, the policy is to provide a mechanism for the application and evaluation of leave requests.

II. Sick Leave

Each full-time employee earns one sick day for each month of employment at Polk State College, provided the individual has worked 50 percent or more of the work days in that month. These paid days are accumulated from one year to the next. Sick leave may be taken for an employee's own illness or for the illness or death of a close relative or member of the household.

The College President is authorized to require a certificate of illness from a licensed physician or county health officer for any sick leave case that requires three or more days of absence. (Note: Payment for accumulated sick leave upon termination of employment is covered in District Board of Trustees Rule 3.24: *Terminal Leave Payout*.)

III. Sick Leave Pool Program

The District Board of Trustees recognizes the hardship that an employee may experience when dealing with serious personal illness or injury when that individual does not have enough sick leave to cover the necessary time off. This rule authorizes the College President to create a voluntary Sick Leave Pool Program (Procedure 6080), as defined by *Florida Statutes*, for Polk State's full-time employees.

IV. Personal Leave

Each full-time employee is allowed four days of absence for personal reasons each year; these absences are charged from the accrued sick leave.

V. Vacation Leave

A. In order for a Polk State College employee to be granted leave, he or she must be employed for a six-month period immediately prior to the commencement of the leave.

B. The College provides annual vacation leave for a twelve-month employee based on the length of service; the leave is not to exceed the following parameters:

1. During the first five years of service, an employee receives one vacation day for each calendar month or major fraction thereof.
2. During the next five years of service, an employee receives 1.25 vacation days for each calendar month or major fraction thereof.
3. After the tenth year of service, an employee receives 1.5 vacation days for each calendar month or major fraction thereof.

C. Unused vacation leave credit may accumulate, but credit in excess of 44 days on December 31 is reduced to 44 days on January 1 each year.

D. The College pays an employee for any unused vacation leave (not to exceed 30 days) upon termination of employment. In the case of death, this unused leave is paid to the employee's beneficiary, estate, or as provided by law. . (Note: Payment for accumulated vacation leave upon termination of employment is covered in District Board of Trustees Rule 3.24: *Terminal Leave Payout*.)

VI. Family and Medical Leave

Polk State College complies with the *Family and Medical Leave Act* (FMLA) and does not interfere with, restrain, or deny the exercise of any rights provided under this act. FMLA is paid in accordance to the FMLA and Polk State College Procedure 6067 Family and Medical Leave (FMLA)

VII. Military Leave

Military leave is granted in accordance with *Florida Statutes* and the *Florida Administrative Code*.

VIII. Consulting Leave

Upon the recommendation of the College President (or his or her designee), a full-time College employee may be granted up to 80 hours of leave per year (without loss of pay) for the purpose of consulting on behalf of Polk State College. The employee will not be reimburse for travel or daily expenses.

IX. Professional Leave

Professional leave is defined as leave granted to an employee to engage in activities that result in some professional benefit or advancement. These activities include earning college credits and degrees, as well as other activities that contribute to the teaching profession or benefit the institution.

X. Sabbatical Leave

Sabbatical leave may be granted for administrators or full-time instructional staff member to pursue professional growth and development. The availability of sabbatical leave is dependent on the College's budget and operational needs. The College is under no obligation to make this opportunity available if funding is not available. Sabbatical leave is approved by the President.

History:

Formerly Rule 3.11;

Adopted: December 23, 1974

Revised: August 26, 1975; June 24, 1981; June 29, 1987; combined with Rule 3.20 and revised January 24, 1994; July 2, 1998; February 22, 2010; and January 25, 2021.