NORTHWEST FLORIDA STATE COLLEGE

Policy Number 6Hx17-5.21

TITLE	SICK LEAVE
REFERENCE	FS 1012.865
HISTORY	Florida Statute Revised 2002 Local Language Revised April 1990

1012.865 Sick Leave

Each community college board of trustees shall adopt rules whereby any full-time employee who is unable to perform his or her duties at the community college on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child or other close relative or member of the employee's own household, and who consequently has to be absent from work shall be granted leave of absence for sickness by the president or by the president's designated representative.

*****

1012.865 (6) SICK LEAVE POOL

Notwithstanding any other provision of this section, a community college board of trustees may, by rule, based upon the maintenance of reliable

and accurate records by the community college showing the amount of sick leave which has been accumulated and is unused by employees in accordance with this section, establish a plan allowing participating full-time employees of the community to pool sick leave accrued and allowing any sick leave thus pooled to be disbursed to any participating employee who is in need of sick leave in excess of that amount he or she has personally accrued.

******

Local Language

Each full-time employee shall earn one day of sick leave with pay for each calendar month, or major fraction (51% of the work days) of a calendar month, of full-time service within each fiscal year.

Any employee of the College may request that he/she be allowed to draw upon the potential sick leave entitlement which he/she reasonably anticipates he/she may earn under his/her current contract (or employment agreement) at such time as an illness or accident causes his/her accumulated sick leave to become over-extended.

The number of additional days of sick leave requested shall not exceed the maximum entitlement the employee would attain upon fulfillment of his/her current contract (or employment agreement) in the given fiscal year involved.

Should an employee for any reason fail to complete his/her contracted period of service, his/her final compensation shall be adjusted (or repayment made by the employee) in such amount as is necessary to ensure that payments made to a person by the College for sick leave days shall not have exceeded the actual earned days of sick leave.

Sick leave shall be cumulative from year to year, including sick leave for the current year. Accumulated sick leave may be transferred per FS 1012.865(2)(a) provided that at least one half of the sick leave accumulated at any one time is established at NWFSC. Each employee may use up to **four (4) days** of his/her accumulated sick leave for **personal reasons** during each fiscal year.

Terminal pay to a full-time employee for unused sick leave at the time of retirement or death shall be granted in accordance with the provisions of FS 1012.865(2)(d)(e) not to exceed the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave, provided the person at the time of retirement shall have been a full-time employee and shall have initiated his/her retirement within one calendar year of the last day of actual full-time service (including any authorized annual or sick leave) to the college. Persons employed under the ***Retirement Incentive Plan Employee Agreement*** shall be compensated for accumulated sick leave as specified in the executed agreement. The rate of pay for such terminal sick leave days shall be at the rate as of the final day of actual full-time service to the college.

The President, or his designated representative(s), may at his/her (their) discretion, require at any time a physician's statement or other appropriate documentation for any illness which resulted in the use of more than three (3) days of sick leave.

---

*Sick Leave Pool Procedures (Appendix D)