

NORTHWEST FLORIDA STATE COLLEGE  
**Policy Number 6Hx17-5.24**

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| TITLE     | VACATION LEAVE (12-MONTH PERSONNEL AND CONTRACT/GRANT PERSONNEL) |
| REFERENCE | FS 1001-64(18)   |
| HISTORY   | Local Language Revised 09/88; 09/92; 05/98                       |

**Local Language**

NWFSC full-time 12-month employees shall earn vacation leave, per calendar month, at the following rates based on service in any Florida Community College not to exceed:

- 1 through 5 years of service 1 day
- 6 through 10 years of service 1 1/4 day
- above 10 years of service 1 1/2 day

Unused vacation leave credit may accumulate, but credit in excess of forty-four (44) days (352 hours) on December 31 shall be transferred to sick leave. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay as authorized in Section 240.343(d) Florida Statutes.

Unused vacation leave will be paid upon termination or retirement on a lump sum basis as of the last day of work performed and at the rate of compensation to the employee (or to his/her beneficiary, estate or as provided by law) on that last day of employment or last day prior to retirement.

**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.

Vacation leave will not be paid to employees upon termination of a grant contract.

**Vacation Leave - Deferred Retirement Option Program (DROP)**

Persons participating in the Deferred Retirement Option Program (DROP) shall earn one and one half (1-1/2) days of vacation leave per calendar month. Unused vacation leave earned by persons participating in the Deferred Retirement Option Program (DROP) will not be paid upon termination.