



Northwest Florida State College

TITLE: College Leave Policies

AUTHORITY: FS 1001.04

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To establish employee leave categories, their limits, and to notify employees that an absence without leave is not permitted.

Local Language

Absence From Duty

Rules of the Board of Trustees will provide for the absence of college personnel from duty. Such rules will assure continuation of efficient service and uniform treatment of employees within the same classifications. Absence with leave will forfeit the employee's compensation for the time of absence and will be subject to disciplinary actions per Board Policies HR 5.00 and HR 12.00.

All personnel will be obligated to be on duty throughout their scheduled and/or obligated hours of service, unless specifically on proper, authorized leave of absence.

Per FS 1001.64, the college sets forth the following leave policies:

Administrative Leave

Administrative Leave, approved by the president, is time allowed by the College which does not affect an employee's accrued or earned leave.

Injury in the Line of Duty Leave

Any full-time employee will be entitled to injury-in-the-line-of-duty leave (maximum 12 days per calendar year) when he/she has to be absent from duties because of personal injury received in the discharge of duty. Such personal injury must be reported promptly to the employee's immediate supervisor and proper injury report forms must be completed. Personnel who are being paid by Worker's Compensation because of an on-the-job injury are not authorized to use sick leave or annual leave to cover such absence.

Family and Medical Leave Act of 1993

The Family and Medical Leave Act of 1993 requires the College to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked 1,250 hours over the previous 12 months.

Employees will follow FMLA Procedures provided in the Human Resources Office.

Internal Administrative Leave

Persons currently on continuing contract who wish to accept or to continue in an administrative assignment will be granted internal "Administrative Leave" from their prior continuing contract status and will be placed on annual contract status during the period of the administrative assignment.

Administrative leave will be an interim, annual status applicable automatically to persons who have previously been on continuing contract who accept or continue in such position(s) as may be categorically designated by the Board as administrative. There is no obligation on the part of the college to assign an employee to the same position or responsibility as they held prior to taking internal administrative leave.

A person on administrative leave may request return to or may be assigned to his/her prior continuing contract status by approval of the Board on recommendation of the President.

Leave for Court Purposes

When on jury duty or when subpoenaed as a witness when not a principal in the litigation, community college personnel will receive court related leave with pay, can retain any fees earned and will not be paid by the college for meals, lodging, or travel.

When a principal in personal litigation, an employee will not receive court related leave.

When involved in litigation on behalf of the college or due to action in line of duty as an employee, college personnel will be considered on duty and will turn over to the college any fees received from the court.

Military Leave

Full-time NWFSC employees called to extended active military service will be granted leave of absence from their assigned duties. The first thirty (30) days of such leave will be with full pay.

Beginning on the thirty-first (31st) work day, College pay to employees on extended active military service, will supplement the base military pay to an amount equal to the level of salary earned by the employee at the time of being called to active military duty. All other existing benefits will be provided to the employee if the employee desires. Employee pay raises given across the board will be provided to employees on extended active military service for determining the supplement to military base pay.

Leave without pay.

The President of the College will grant leave without pay to college employees when, in his/her estimation, such leave is justified.

Professional Leave

Professional leave will be approved by the Board of Trustees. Professional leave should meet the requirements of the Staff and Program Development Plan as part of the annual budget of the College. Extension or renewal for a period beyond one year of any leave will be by action of the Board of Trustees on recommendation of the President.

Temporary Duty Assignment

The President of the College can approve, upon mutual agreement of the College and the employee, temporary assignment of an employee to be absent from his/her regular duties and place of employment for the purpose of representing the college and for performing such other educational services or educational activities as will be for the benefit of the college.

Employees on temporary duty assignments will receive their regular pay and may receive per diem and travel reimbursement (except when paid or reimbursed from other sources) as authorized by Board policies.

Vacation Leave (12-month personnel and Contract/Grant Personnel)

NWFSC full-time 12-month employees will 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 ¼ day

above 10 years of service: 1 ½ day

Unused vacation leave credit may accumulate, but credit in excess of forty-four (44) days (352 hours) on December 31 will be transferred to sick leave. Such vacation leave transferred to sick leave will be without compensation and cannot be used in the calculation of terminal sick leave pay as authorized in [FS 1012.865](#).

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.

The minimum leave period will be one-half hour.

Vacation Leave - Grant Personnel

Vacation leave for grant personnel will accrue and may be carried forward into a future year, but no payment for accrued leave will be made.

Vacation Leave - Deferred Retirement Option Program (DROP)

Persons participating in the Deferred Retirement Option Program (DROP) will 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.

Worker's Compensation

Employees who are required to attend regularly scheduled extended therapy sessions due to a job-related injury are allowed to use leave. Supervisors may request a physician's statement. Requests must be submitted in writing to the Human Resources Office.