

## College Operating Procedures (COP)



|                                   |   |
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| <b>Procedure Title:</b>           | Vacation Leave  |
| <b>Procedure Number:</b>          | 05-0505   |
| <b>Originating Department:</b>    | Office of Human Resources   |
| <b><u>Specific Authority:</u></b> |   |
| Board Policy                      | 6Hx6:5.02   |
| Florida Statute                   | 1012.855-875  |
| Florida Administrative Code       | n/a   |
| <b>Procedure Actions:</b>         | Adopted: 11/21/96; 7/1/00; 02/03; 11/3/04; 03/12/08; 12/2/08; 02/16/10; 11/1/10 |
| <b>Purpose Statement:</b>         | To establish guidelines for College employees regarding vacation leave.         |

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### Guidelines:

Florida SouthWestern State College makes available vacation leave to all regular full-time and temporary full-time (120 calendar days) employees (except faculty). Form BO-004 requesting leave should be approved at least one week prior to the first vacation day to be taken.

The College recognized non-duty days are not counted as vacation leave days when they fall within the vacation period taken by College employees. At the discretion of the supervisor, vacation leave will be scheduled so there will be a minimum disruption of the College operation and program.

Additional compensation in lieu of vacation leave is prohibited except upon termination of employment. In the case of the death of the employee, payment of unused vacation leave (maximum allowed) at the time of death shall be made payable to the employee's beneficiary, estate, or as provided by law.

An employee who transfers from a full-time position to a part-time position will be paid for any unused vacation leave that has been earned, not to exceed the maximum allowed.

If an employee changes to a position with a different accrual rate, the accrual will be adjusted effective on the appointment date to the new position

### Procedures:

**I. Professional and Career Service Employees**

- A. Vacation leave will accrue for all regular full-time and temporary full-time Professional and Career Service employees (120 calendar days) according to the following schedule:
  - 1. Employees with 1-60 months of continuous service in any Florida public community college earn one (1) day vacation leave (8 hrs.) per calendar month or major portion thereof.
  - 2. Employees with 61-120 months of continuous service in any Florida public community college earn one and one-fourth (1 ¼) days vacation leave (10 hrs.) per calendar month or major portion thereof
  - 3. Employees with 121 months or more of continuous service in any Florida public community college earn one and one-half (1 ½) days vacation leave (12 hrs.) per calendar month or major portion thereof.
- B. Vacation leave is accumulative, except that a maximum of forty-four (44) days vacation leave shall be accrued at the end of any calendar year. A maximum of thirty (30) days shall be paid upon termination or, if elected, upon DROP enrollment.
- C. Accrued vacation in excess of the maximum at the end of any calendar year will transfer to converted sick leave. Such vacation leave transferred to converted sick leave cannot be used in the calculation of terminal sick leave pay as authorized in Section 240.343(d), Florida Statutes.
- D. Vacation leave is accumulative up to the maximum number of days as outlined above.
- E. In case of death, such pay shall be paid to the employee’s beneficiary, estate, or as provided by law and/or current College policy.

**II. Executive and Administrative Employees**

- A. Regular full-time and temporary full-time (120 calendar days) Executive and Administrative employees earn vacation leave days as follows:

|   | Administrative | Executive |
|---|----------------|-----------|
| Days Earned Per Calendar Month or Major Portion thereof | 2              | 2.5       |
| Maximum Leave Accrued at Calendar Year End              | 44             | 60        |
| Maximum Days Paid at Termination                        | 44             | 60        |

- B. Vacation leave is accumulative up to the maximum number of days as outlined above. Monies for payment of days in excess of the maximum accrued at calendar year end will

automatically roll into the Bencor National Plan (401(a) qualified retirement plan) up to a maximum of 12 days for administrators and 15 days for executives.

- C. If the monies received for payment of maximum days accrued at termination or, if elected, upon DROP enrollment, are in excess of \$5,000, it is mandatory that the College deposit said sum into the Bencor National Plan (401(a) qualified retirement plan on behalf of all executives, administrators and institutional support staff (faculty excluded).
- D. In case of death, such pay shall be paid to the employee's beneficiary, estate, or as provided by law and/or current College policy.