

Palm Beach State College

Board Policy

TITLE	Annual Vacation Leave for 12-month Full-time Employees	NUMBER 6Hx-18-5.02
LEGAL AUTHORITY	1001.64 FS, 1001.65 FS	PAGE 1 of 2
DATE ADOPTED/AMENDED	Formerly P002.00; Readopted 2/27/75; Amended 2/27/1975, 8/21/1977, 9/14/1981, 6/13/1990, 6/19/2001, 5/12/2009, 1/16/2018.	

1. Full-time 12-month employees shall be eligible for paid vacation leave in accordance with the following schedule:
 - A. **Continuous service during the first five (5) years of service.** One day of vacation leave for each calendar month, or major fraction of a calendar month, of service during the vacation year.
 - B. **Continuous service during the next five (5) years of service.** One and one-fourth (1-1/4) days of vacation leave for each calendar month, or major fraction of a calendar month, of service during the vacation year.
 - C. **Continuous service of more than ten (10) years.** One and one-half (1-1/2) days of vacation leave for each calendar month, or major fraction of a calendar month, of service during the vacation year.

Continuous Service is defined as service in a full-time position during which the employee's employment relationship with the District Board of Trustees has been unbroken and uninterrupted. Absences due to any kind of approved leave of absence or layoff of less than 6 months will not be deemed as breaking or interrupting continuous service, although an employee's total continuous service credit will be reduced by the length of any unpaid leave or layoff.

Vacation year is the year commencing first day of the employee's full-time continuous service.

2. An employee's continuous service at any public Florida community, junior, or state college other than Palm Beach State College will be added to the employee's continued service at Palm Beach State College for purposes of computing vacation leave. The following conditions apply:
 - A. The employee must begin full-time 12-month employment in a position at Palm Beach State College at the beginning of Palm Beach State's next regular term following the end of the last regular term of the previously employing college.
 - B. Termination of employment at the other college must not have been for cause.

- C. Non-unit personnel must begin work at Palm Beach State College within thirty (30) days of termination of prior employment.
- 3. No employee shall have accumulated more than fifty (50) days of unused vacation leave as of December 31 of each calendar year. Vacation time accumulated in excess of fifty (50) days on December 31 shall be forfeited, unless otherwise approved by the board.
- 4. The scheduling of vacations shall be subject to the approval of the College administration, which will approve requests submitted so long as there is minimum disruption of the operation of the College.
- 5. Persons employed at the College who are granted professional, sabbatical, or non-paid leave will not accumulate annual leave during the period for which the leave has been granted.