

FINANCE PROCEDURE MANUAL	TITLE: Accrual of Annual and Sick Leave	
	NUMBER: FIN-PAY-001	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: 2/22/2012

➤ **Purpose:**

The procedure outlines the process to accrue the annual and sick leave of all eligible employees.

➤ **Definitions:**

Annual Leave: Vacation time that is accrued based on the guidelines described in the District Board of Trustees Policy [6Hx-18-5.02](#).

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Sick Leave: Full-time employees accrue one sick day per month based on the guidelines available from District Board of Trustees Policy [6Hx-18-5.03](#). Sick leave shall be cumulative from year to year.

➤ **Responsibility:**

Payroll: Processes the accrual.

➤ **Procedure Details:**

1. Payroll runs computer job PET445J1 in PantherNet each month.
2. Job PET445J1 automatically updates all eligible employee's annual and sick leave balances.
3. Once a year (after December's job PET445J1 has been run in January), Payroll will reduce any eligible employee's unused vacation balance to 50 days (maximum allowed by Board Policy [6Hx-18-5.02](#)).

➤ **References:**

Florida Statutes: 1012.865

<http://www.flsenate.gov/Statutes>

College Board Policies:

6Hx-18-5.02

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.02.pdf>

6Hx-18-5.03

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.03.pdf>