

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Terminal Vacation Leave Pay and Sick Leave Pay for Full-time Employees	<b>NUMBER</b> 6Hx-18-5.021
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS, 1012.865 FS	<b>PAGE</b> 1 of 2
<b>DATE ADOPTED/AMENDED</b>	Formerly included in 6Hx-18-5.02; Adopted 6/19/2001; Amended 10/9/2001, 5/12/2009	

## **1. Terminal Vacation Leave Pay**

- A. Upon termination of employment with Palm Beach State College, an employee with accumulated and unused annual vacation leave, under the provisions of this section, shall be paid at the employee's current rate of pay. Such payment shall not exceed an amount equal to thirty-six (36) days of pay for employees who have worked at Palm Beach State College for 10 years or less and forty-four (44) days of pay for employees who have worked at Palm Beach State for more than 10 years.
- B. In the case of the death of an employee, the employee's terminal vacation leave pay shall be made to the legal beneficiary, estate, or as provided by law. Such payment shall not exceed an amount equal to thirty-six (36) days of pay at the employee's current rate.

## **2. Terminal Sick Leave Payment**

- A. **Full-time employees who are not educational support or instructional staff (GLC 51XXX) who were employed in the Florida Community College System on or after July 1, 1995** will receive one-fourth of unused accumulated sick days at the time of termination up to a maximum of sixty (60) days of actual payment providing the employee has completed at least three (3) years of full-time college service.
- B. **Full-time employees who do not meet criteria set forth above**, except for employees who are discharged for cause, will be eligible to receive payment for earned accumulated sick leave. Sick leave earned at another Florida community college, State college, the Florida Department of Education, a State university, a Florida district school board, or a Florida State agency, and transferred to Palm Beach State under Florida Statute 1012.865(2) will be considered earned when originally earned; however it may not be included in the terminal payment calculation until it is recognized by Palm Beach State in accordance with Florida Statute 1012.865(2) based upon the following amounts:
  - (1) After the completion of three (3) years of continuous full-time service until the completion of six (6) years of service, an amount equal to 40 percent of the employee's daily salary times the number of accumulated sick leave days at the time of termination.

- (2) After the completion of six (6) years of continuous full-time service until the completion of nine (9) years of service, an amount equal to 45 percent of the employee's daily salary times the number of accumulated sick leave days at the time of termination.
  - (3) During the 10<sup>th</sup> year of service, an amount equal to 50 percent of the employee's daily salary times the number of accumulated sick leave days at the time of termination plus 2.5 percent per year for each year of service beyond 10 years up to a maximum accumulation of 100 percent.
  - (4) Such accumulated sick leave may be transferred to another Florida community college, State college, the Florida Department of Education, the Florida university system, or a Florida district school board in lieu of receiving payment indicated above. If service of such personnel is terminated by death, the employee's beneficiary as designated by the employee for retirement purposes will receive such terminal sick leave payment.
- C. Limitations on employees who fall under GLC 51XXX and who were employees in the Florida Community College System before July 1, 1995.

Two sick leave accounts will be set up.

- (1) Amount 1 will be set up as of June 30, 2001 with a balance of earned leave on the books as of that date. (Exception: Per District Board of Trustees Policy 6Hx-18-5.021 2. B. some earned sick leave might not yet be set up on Palm Beach State College's books.) This earned leave balance will then be frozen.
- (2) Account 2 will be set up to record days earned and used subsequent to June 30, 2001. If an employee uses more sick leave than accumulated in account 2, account 1 will be reduced until such time as the account 2 balance has sufficient hours to absorb the leave.

Terminal Payment of Sick Leave

- (1) Payout of account 1 balance should be done in accordance with Board Policy 6Hx-18-5.021 2.B. (which is the current payout rule/formula).
- (2) If the payout of sick leave in step (1) is less than 60 days, one-quarter (1/4), or 25 percent, of account 2 can be added to account 1 to allow for a maximum payout of 60 days.