

**Palm Beach State College****Board Policy**

<b>TITLE</b>	Sick Leave for Full-time Employees	<b>NUMBER</b> 6Hx-18-5.03
<b>LEGAL AUTHORITY</b>	1012.865 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Formerly P003.00; Readopted 2/27/1975; Amended 2/20/1977, 6/17/1981, 10/21/1981, 9/18/1985, 10/28/1987, 1/20/1988, 6/13/1990, 1/10/1996, 6/19/2001, 5/12/2009	

Any full-time employee who is unable to perform his/her duties at the College because of personal sickness, disability, or extended personal illness or because of illness or death of father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household, and who consequently has to be absent from work shall be granted leave of absence for sickness by the President or designee in accordance with this policy.

The following provisions shall govern sick leave:

1. **Extent of leave with compensation:**

Each full-time employee shall earn one day of sick leave with compensation for each calendar month, or major fraction of a calendar month, of service not to exceed twelve (12) days for each fiscal year; provided that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year. Accumulated sick leave from which no terminal payment was received may be transferred from another Florida community college, State college, the Florida Department of Education, the Florida University System, a Florida district school board, or a Florida State agency; provided that at least one-half (1/2) of the sick leave accumulated at any time must have been established during employment at Palm Beach State College.

2. **The President or designee may require a certificate of illness from a licensed physician in cases where illness is stated as a reason for absence, as a condition precedent to payment of compensation or granting of leave.**

3. **Compensation:**

Any full-time employee having sufficient unused sick leave credit shall receive full-time compensation for the time justifiably absent on sick leave.