

Palm Beach State College

Procedure

TITLE	Procedure for Use of Sick Leave	NUMBER 6Hx-18-5.03P
LEGAL AUTHORITY	1012.865 FS	PAGE 1 of 1
DATE ADOPTED/AMENDED	Adopted 6/19/2001; Amended 5/12/2009	

Procedure:

Any full-time employee who finds it necessary to be absent from duty because of illness, as defined in District Board of Trustees Policy “Sick Leave for Full-time Employees” 6Hx.18-5.03, shall notify the immediate supervisor, before the opening of the College on the day on which the employee must be absent, except for emergency reasons recognized by the District Board of Trustees as valid. Before claiming and receiving compensation for the time absent from duty because of sick leave (including compensable personal leave) shall submit the day or days absent and the total hours of leave requested on a leave form; or utilize the online leave system for approval. By submitting the hours, the employee attests that such absence was necessary and that the employee is entitled to receive pay for such absence in accordance herewith.

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

Transferable sick leave shall not be credited to the employee until the employee procures and provides written certification from the former employer establishing the amount of sick leave that is transferable to the College. Availability of transferred sick time shall be in accordance with District Board of Trustees Policy “Sick Leave for Full-time Employees” 6Hx.18-5.03.