

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Use of Sick Leave	
	<b>NUMBER:</b> FIN-PAY-003	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/8/2009	<b>REVISION DATE:</b> 2/22/2012

➤ **Purpose:**

This procedure outlines the use of sick leave by employees.

➤ **Definitions:**

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

**Request for Leave Form (BA-816):** Document required whenever sick leave is to be used. This form can be ordered from the [college stores inventory](#). This form can also be completed online via [employee web](#).

**Sick Leave:** 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 prescribed in District Board of Trustees Policy [6Hx-18-5.03](#). Such sick leave shall be cumulative from year to year.

➤ **Responsibility:**

**Employee:** Required to complete Request for Leave Form (BA-816).

**Employee Supervisor:** Individual required to approve the Request for Leave Form (BA-816).

**Payroll:** Receives Request for Leave Form and adjusts sick leave for individuals.

➤ **Procedure Details:**

1. Employee completes Request for Leave Form (BA-816).
2. Supervisor approves Request for Leave Form.
3. Payroll Department receives approved Request for Leave Form.
4. Supervisor reports time and attendance in Time and Attendance System (PantherNet).
5. Payroll verifies Request for Leave Form and Time and Attendance system are in agreement.
6. If Payroll finds a discrepancy between the Request for Leave Form and the Time and Attendance system, it is the Supervisor's responsibility to correct the discrepancy.
7. When the Request for Leave Form and Time and Attendance system are in agreement, Payroll will adjust the sick leave balance.

➤ **References:**

Florida Statutes:

1012.865

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

College Board Policies:

6Hx-18-5.03

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

6Hx-18-5.03P

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

Request for Leave Form (BA-816):

<http://www.palmbeachstate.edu/purchasing/stores-inventory-and-price-list.aspx> (paper form)

<https://www.palmbeachstate.edu/employeeweb/> (online form)