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|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
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Purpose


The purpose of this procedure is to outline the process for granting Sick Leave to full-time College administrative, professional and career employees. For the purposes of this procedure, a day refers to a “working day”.

Procedure

- A. By Florida Statutes, a full-time employee who has an earned sick leave balance at any public educational institution in the state of Florida (public school system, community college, university system), Florida Department of Education or a state agency may transfer previously accumulated sick leave to Florida State College; however, at least one-half (1/2) of accumulated sick leave at any time must have been earned at Florida State College at Jacksonville (FSCJ or “College”).
- B. Sick leave is authorized for the following purposes, pending supervisory approval:
 1. The employee’s personal illness, injury, exposure to contagious disease, a condition where the employee is unable to perform assigned duties or appointments with health care providers.
 2. The illness, injury, appointments with health care providers, or death of a member of the employee’s immediate family (spouse, grandparents, parents, brothers, sisters, children and grandchildren).
- C. The employee who anticipates being absent should notify their supervisor in advance when possible.
- D. When the supervisor receives information that indicates an employee’s need for leave may be an FMLA-qualifying reason as identified in [APM 03-1015 \(Family and Medical Leave Act\)](#), the supervisor must notify the Benefits office. The College has an obligation to provide employees with required notifications and general notice of FMLA rights.
- E. A Supervisor may request a doctor’s statement attesting to the employee's day(s) of absence, when it is deemed to be in the best interest of the College, before any additional leave will be approved.
- F. The individual, who, because of illness, accident or other physical disability is unable to report for duty at the beginning date of employment, is ineligible for sick leave. Based upon the individual’s written request the reporting date for employment may be extended for a maximum of ten (10) work days. This provision shall be valid only if a doctor’s statement is provided attesting to the individual’s ability to start their work assignment.
- G. Any employee who reports to work but is unable to perform assigned duties or who may be an infectious hazard, may be placed on sick leave, requested to go home by their supervisor and may be requested to see a physician.

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- H. Leave for personal reasons shall not exceed four (4) days (32 hours) for any one (1) calendar year; provided, however, that such absences for personal reasons shall be charged only to accrued sick leave; and provided, further, that leave for personal reasons shall be non-cumulative from calendar year to calendar year.
- I. Personal leave granted pursuant to this section shall be discretionary to best meet the needs of the College with minimum disruption. Such leave may be taken with prior approval from the supervisor.
- J. A maximum of twelve (12) months of sick leave, without pay, may be granted for physical or mental illness by the College President or the employee's appropriate Vice President. However, the College President may specifically elect to extend an individual's leave beyond the normal time frame established above and shall be based on the efficient operation of the College.
- K. Administrative and professional employees hired before July 1, 2001, shall have any sick leave used withdrawn first from sick leave earned and accumulated after July 1, 2001.
- L. Payment of Sick Leave Upon Retirement: A full-time employee at the time of formal retirement with the State of Florida, shall receive terminal pay based on the accumulated sick leave days credited to the employee at the time of retirement as follows:
1. During the first three (3) years of service at the College, the daily rate of pay multiplied by thirty-five (35) percent times the number of days of accumulated sick leave.
 2. During the next three (3) years of service at the College, the daily rate of pay multiplied by forty (40) percent times the number of days of accumulated sick leave.
 3. During the next three (3) years of service at the College, the daily rate of pay multiplied by forty-five (45) percent times the number of days of accumulated sick leave.
 4. During the tenth (10) year of service at the College, the daily rate of pay multiplied by fifty (50) percent times the number of days of accumulated sick leave.
 5. During the next twenty (20) years of service, the daily rate of pay multiplied by fifty (50) percent plus up to an additional 2.5 percent per year for each year of service beyond ten (10) years, times the number of days of accumulated sick leave.
- M. Payment of Sick Leave Upon Separation: A full-time employee terminating his/her employment shall receive terminal pay for accumulated sick leave as follows:
1. During the seventh (7), eighth (8) or ninth (9) year of service at the College, the daily rate of pay multiplied by forty-five (45) percent times the number of days of accumulated sick leave.

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2. During the tenth (10) year of service at the College, the daily rate of pay multiplied by fifty (50) percent times the number of days of accumulated sick leave.
3. During the next twenty (20) years of service, the daily rate of pay multiplied by fifty (50) percent plus up to an additional 2.5 percent per year for each year of service beyond ten (10) years, times the number of days of accumulated sick leave.

N. Payment of Sick Leave for Senior Management Class Personnel: For unused sick leave accumulated before July 1, 2001, terminal pay shall be made pursuant to rules of the Board of Trustees which were in effect on June 30, 2001.

1. For unused sick leave accumulated on or after July 1, 2001, terminal pay may not exceed an amount equal to one-fourth (1/4) of the employee's unused sick leave or sixty (60) days (480 hours) of the employee's pay, whichever is less.
2. If the employee had an accumulated sick leave balance of sixty (60) days (480 hours) or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated balance as of June 30, 2001 is less than sixty (60) days (480 hours).

O. Non-compensatory sick leave as defined in APM 03-1003 cannot be used in the calculation of terminal sick leave pay.

P. A calendar month of service or a major fraction of a calendar month of service (one day more than half of the actual days in the month) must be rendered as a full-time regular employee to earn sick leave.

1. One (1) full day of sick leave will be granted for each calendar month of service or major fraction of a calendar month of service.
2. Sick leave shall be cumulative from year to year.
3. If an individual resigns without receiving terminal pay benefits for sick leave, and is rehired, the sick leave credit shall be reinstated in accordance with the provisions of Florida Statutes.

REFERENCES: Family Medical Leave Act (FMLA), F.S. 1001.64, 1001.65, 1012.865

Adopted Date: May 25, 1988

Revision Date: November 6, 2001, December 17, 2002, March 23, 2004, August 12, 2014, December 2, 2014, November 2, 2016, June 28, 2023