



Santa Fe College Rules Manual

Title:	Leaves of Absence	Rule 3.20
General Authority:	FS 1001.64(18)	
Law Implemented:	FS Chapter 115, 250.482, 741.313, 1012.855, 1012.865, 29 USC §2601 et seq.	
Effective Date:	September 24, 2025	

Purpose: To establish policies related to leaves of absence for employees of the District Board of Trustees.

The President shall establish procedures for the implementation of this rule.

General Provisions

Employees are expected to report to work as scheduled, unless on approved leave. Some leaves of absence require advance approval as stated within this rule and accompanying procedure. A leave of absence is defined as an employee's authorized absence from his or her assigned duties for a specified period of time with the right of returning to employment, without prejudice, on expiration of the leave (unless there are reasons not to permit the return of the employee). Unless otherwise expressly stated, leaves of absence must be approved by authorized individuals in advance of the absence. Leaves of absence may be with or without pay, depending on the type of leave as provided in the procedure implementing this rule.

For purposes of this rule, employees are those filling full-time positions, on full or reduced contract, unless otherwise noted.

An employee who is absent from work without approval or who fails to return to work after approved leave of absence ends will be in 'leave without pay status' and may be subject to discipline up to and including, but not limited to, termination, or may be deemed to have abandoned their employment.

Authorized Leave

The College has the following types of leaves of absence, which may be approved by the President or authorized individuals as applicable:

Administrative Leave
Compensatory Leave
Consulting Leave
Domestic Violence Leave
Extended Personal Leave
Family Medical Leave Act

Judicial Leave
Medical and Disability In-line of-duty
Military Leave
Personal Leave
Sabbatical Leave
Sick Leave
Vacation Leave

The President is authorized to establish procedures for the administration of all leaves of absence authorized by the rule and is specifically authorized to include Bereavement Leave as a form of Administrative Leave and to approve Extended Personal Leave requests for a period of up to three (3) months. Details regarding the above types of leave and provisions related to taking each type of leave will be included in such procedures.

Sick Leave Credit

Any full-time College employee who is unable to perform his/her duties for the College because of personal illness or on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's 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. An employee disability caused or contributed to by pregnancy, childbirth, or related medical conditions affecting the employee shall be considered the same as personal illness for purposes of this rule. Any full-time employee who is granted sick leave by the College shall receive regular pay while on approved sick leave to the extent earned accumulated sick leave credit is available to offset the time absent for work. The process for requesting leaves of absence for sick leave shall be detailed in the procedure implementing this rule. In accordance with Florida law, the credit for sick leave with pay is as follows:

Each full-time employee shall earn credit toward one day (8 hours) of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed 12 days (96 hours) of credit during any fiscal year. Annual contract positions with reduced hours will earn sick leave hours equal to the percentage of the employee's full-time equivalency. Such sick leave credits shall be cumulative from year to year.

Full-time employees having sufficient accumulated sick leave credit may be granted up to 4 days for personal reasons during each fiscal year, such period of absence to be with pay. Such leave, when granted, shall be charged against the employee's accumulated sick leave credits. Personal leave shall be non-cumulative.

Accumulated unused sick leave credits may be transferred at the request of an employee in accordance with Florida Statutes §1012.865(2)(a), as may be amended.

Vacation Leave Credit

Vacation leave for 12-month personnel is authorized. Vacation leave will be detailed in the procedure implementing this rule and shall be credited according to the following schedule:

A. Educational Support Employees and 12-Month Instructional Staff

<u>Years of Service to a Florida College System Institution</u>	<u>Hours Earned</u>
0 through 5 years	8 hours per month
6 through 10 years	10 hours per month
After 10 years	12 hours per month

B. All Other 12-Month Personnel

Executive/Managerial (not Senior Management)	22 days per year
Executive/Managerial (Senior Management)	30 days per year

Annual contract positions with reduced hours will earn vacation leave hours equal to the percentage of the employee's full-time equivalency.

Vacation leave credits earned in any calendar year in excess of the maximum amount that can be carried forward to the following year shall be used in the calendar year earned or may be transferred to sick leave up to the maximum amount. The maximum amount of credit that can be transferred in any calendar year shall not exceed twelve (12) days. Such vacation leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave pay.

Terminal Pay

The Board acknowledges Florida Statutes §1012.865(2), as may be amended, and hereby provides terminal pay for accumulated unused sick leave to be paid to all eligible full-time employees of the College as set forth in the procedure implementing this rule. The Board also provides terminal pay for accumulated unused vacation leave credits on the basis of the employee's position and current daily rate of pay as set forth in the procedure implementing this rule.

Sick Leave Pool

The College will maintain a Sick Leave Pool in accordance with Florida Statutes. The President is directed to establish procedures for the administration of a Sick Leave Pool program.

April 2001 (410.300)
December 1999 (410.278)
June 1998 (410.252)
February 1996 (410.191)
October 1995 (410.188)
September 1994 (410.174)
January 1994 (410.171)
July 1989 (410.137)
August 1987 (410.128)
August 1985 (410.116)
August 1981 (410.90)
November 1977 (410.71)
June 1976 (410.58)
March 1974 (410.44)
October 1972 (410.28)
May 1972 (410.24)
February 1971 (410.16)
June 1969 (410.10)
May 1969 (410.08)
March 1969 (410.07)