

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Separation Pay	NUMBER: 04-25
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.855, 1012.865(2)(d), 1012.865(2)(e) Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 07-06 and Administrative Procedure 07-06AP: Attendance and Leave
DATE ADOPTED: 12/01/97; Revised 01/22/01, 06/18/01, 11/22/10, 05/20/13	

Payment for unused annual, compensatory, or sick leave shall be made to employees in established positions upon termination of employment as outlined below. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

Payment for unused annual or sick leave shall be made to contract/grant employees based on availability of funds and the approval of the contract/grant project director.

A. Annual Leave

An employee who separates from the College shall be paid for unused accrued annual leave as of the date of separation up to a maximum of thirty (30) days or 240 hours at the employee's hourly rate at the time of separation. For classified staff or contract/grant employees, payment is made only if the employee has at least six (6) months of satisfactory service from date of original appointment.

Employees in established positions designated as Senior Management (Executive) or Select Exempt, (Administrative and Managerial Professional) are paid for annual leave as outlined in Board Policy 07-06.

B. Compensatory Leave

All separating employees shall be paid for accumulated compensatory time on an hourly basis at the hourly rate of pay at the time of separation.

C. Sick Leave

Payment for terminal sick leave shall be made in accordance with Florida Statutes. "Sick 2" is excluded from terminal sick leave payout.

1. During the first three (3) years of service, the daily rate of pay shall be multiplied by 35 percent times the number of days of accumulated sick leave.
2. During the fourth year of service through the sixth year of service, the daily rate of pay shall be multiplied by 40 percent times the number of days of accumulated sick leave.
3. During the seventh year of service through the ninth year of service, the daily rate of pay shall be multiplied by 45 percent times the number of days of accumulated sick leave.
4. During the 10th and subsequent years of service, the daily rate of pay shall be multiplied by 50 percent of the number of days of accumulated sick leave.

The maximum payment for accumulated sick leave shall not exceed 480 hours.

If an employee receives terminal sick leave pay benefits based on unused sick leave, all sick leave credits shall become invalid.

If an employee chooses not to receive terminal sick leave payout, the employee may request to have all unused sick leave transferred to another Florida College System Institution or state agency as long as the request is made within 30 days of termination of employment.

D. Sick Leave – Senior Management (Executive) Positions

Employees in established positions designated as Senior Management (Executive) are paid for sick leave accumulated prior to July 1, 2001, as outlined above.

Payment for sick leave accumulated on or after July 1, 2001, may not exceed an amount equal to one-fourth of the employee's unused sick leave or sixty (60) days, whichever is less.