

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

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| <b>TITLE:</b> Annual Leave   | <b>NUMBER:</b> 04-28  |
| <p><b>AUTHORITY:</b><br/>           Florida Statute: 1001.64, 1001.65, 1012.855<br/>           Florida Administrative Code: 6A-14.0261</p> | <p><b>SEE ALSO:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Administrative Procedure 04-28AP</a>: Annual Leave</li> <li>• <a href="#">Board Policy 04-02</a> and <a href="#">Administrative Procedure 04-02AP</a>: Full-Time Equivalent (FTE)</li> <li>• <a href="#">Board Policy 04-25</a> and <a href="#">Administrative Procedure 04-25AP</a>: Separation Pay</li> <li>• <a href="#">Board Policy 04-27</a> and <a href="#">Administrative Procedure 04-27AP</a>: Absence from Duty</li> <li>• <a href="#">Board Policy 07-06</a> and <a href="#">Administrative Procedure 07-06AP</a>: Attendance and Leave</li> </ul> |
| <b>DATE ADOPTED:</b> 12/01/97; Revised 01/22/01, 11/22/10  |   |

**A. Accrual**

Annual leave is allocated for full and part-time employees in established positions, excluding teaching faculty, based on service in any Florida community college.

Accrual and payout of annual leave for positions designated as Senior Management (Executive) and Select-Exempt (and Managerial Professional) shall be stated in 6Hx27:07-06.

1. Full-time employees will earn eight (8) hours of annual leave for each month of service for the first five years of employment. Part-time employees will earn a prorated amount of annual leave based on their FTE.
2. Full-time employees will earn ten (10) hours of annual leave for each month of service for the sixth (6) through tenth (10) years of employment. Part-time employees will earn a prorated amount of annual leave based on their FTE.
3. Full-time employees will earn twelve (12) hours of annual leave for each month of service over ten years of employment. Part-time employees will earn a prorated amount of annual leave based on their FTE.

An employee receiving benefits under the Florida Workers Compensation provision shall continue to accrue annual leave as though regularly employed.

## **B. Maximum Accumulation of Leave**

The maximum accumulation of annual leave shall be forty-four days (352 hours) as of December 31st of any calendar year.

## **C. Using the Leave**

Annual leave must be scheduled so that there shall be minimum disruption of the operation of the College.

Annual leave must be approved in advance by the appropriate supervisor and be requested in writing by using the Leave Request Form.

## **D. Using the Leave during Probation (Classified Staff)**

The use of annual leave may not be granted to a classified staff employee who has not completed six (6) months of satisfactory service from date of original appointment without the approval of the President, or appropriate Vice President.

If an employee does not complete the probationary period for original appointment, the final paycheck for this employee shall be adjusted to reflect reimbursement to the College for any annual leave used during this probationary period.

**E. Terminal Annual Leave Pay**

Upon separation of employment from the College, the employee shall be paid for unused annual leave in accordance with the College terminal/separation pay policy for annual leave.