

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

<b>TITLE:</b> Sick Leave	<b>NUMBER:</b> 04-29
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65, 1012.855, 1012.865 Florida Administrative Code: 6A-14.0261	<b>SEE ALSO:</b>  • Board Policies <a href="#">04-03</a> , <a href="#">04-25</a> , <a href="#">04-27</a> , <a href="#">04-38</a> , <a href="#">04-39</a> , <a href="#">07-06</a>
<b>DATE ADOPTED:</b> 12/01/97; Revised 01/22/01, 11/22/10	

**A. Accrual of Sick Leave**

Accrual of sick leave is allocated for full and part-time employees in established positions. Full-time employees will earn eight (8) hours of sick leave for each month of service. Part-time employees will earn a prorated amount of sick leave based on their FTE.

A person who resigns from another Florida community college, the Florida university system, the Florida Department of Education, a Florida public district school board, or a state agency to accept employment with the College within thirty-one (31) days shall be credited with sick leave per Florida Statutes. If an employee is being hired in a full-time faculty position and their last employment with a Florida Community College, the Florida university system, the Florida Department of Education, a Florida public district school board, or a state agency ended within 120 days of their full-time faculty appointment with the College, the employee may transfer sick leave as long as the request is made within 10 days of their hire date with the College.

**B. Using the Leave**

Sick leave may be used when an employee in an established position is unable to perform duties at the College because of personal illness or because of the personal illness or death of any member of the immediate family of the employee or spouse.

Sick leave may also be used for appointments with a health care provider. Appointments with health care providers must be approved in advance and should be scheduled so that there is minimum disruption to the operations of the employee's immediate department.

### C. Definition of Immediate Family

Immediate family is defined as the spouse, the grandparents, parents, brothers, sisters, children, grandchildren, or other close relative or member of the employee's own household. Children may include a biological child, an adopted child, a stepchild, a foster child, a child under legal guardianship, or a child of a person standing in *loco parentis* who is under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

### D. Payout of Sick Leave

Upon separation from the College, the employee shall be paid for unused sick leave in accordance with the College separation pay policy and the current Board-approved Salary Schedule.

### E. Sick Leave for Positions Designated as Senior Management and Select Exempt

Accrual and payout of sick leave for positions designated as Senior Management or Select Exempt shall be as stated in Board Policy 07-06.