

LAKESUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

TITLE LEAVES

NUMBER PROC-11

REFERENCE Board Rules 5.13 and 5.18

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I. PURPOSE

Lake Sumter State College appreciates the service that employees provide to the College and encourages employees to take time to maintain their health and address personal matters utilizing the types of leaves described in this procedure. This procedure describes the process for accumulation, equitable application, and administration of leaves. The College complies with applicable federal and state laws, rules, and regulations governing the administration of leaves of absence. The College President or designee(s) may establish procedures to implement this policy.

II. RESPONSIBILITY

Oversight for this procedure falls under the supervision of the Executive Vice President.

III. LEAVE AUTHORIZATION

Employee absences require prior, documented authorization by the appropriate supervisor and must be recorded on the [ •

- x Family and Medical Leave (FMLA): Job protection leave which runs concurrent with paid leave for absences greater than 10 days (See Administrative Procedure 5-31);
- x Military Leave: Leave for mandatory military, National Guard, or reserve duty;
- x Parental Leave: Paid maternity/paternity leave for the purpose of recovery from the birth of a child and/or for the activities related to the care and well-being of their newborn or adopted child under five years of age.
- x Court Related leave: Leave for jury duty or when subpoenaed as a witness, or when the employee is a principal in personal litigation;
- x Domestic



f. Change from 12-Month Status

An employee who changes to a less than 12-month position, thus becoming ineligible for vacation leave, shall be paid for a maximum of 44 days of accumulated vacation leave.



## o. Accrual

A regular full-time employee employed on a 12-month basis shall earn 3.75 hours in the first two pay periods each month (one day sick leave per calendar month). All accumulated sick leave will carry over from year to year.

A regular full-time Faculty shall earn 3.50 hours in the first two pay periods each month (one-day sick leave per calendar month while on contract). All accumulated sick leave will carry over from year to year.

A regular full-time Athletic Coach shall earn 3.75 hours in the first two pay periods each month (one day sick leave per calendar month while on contract). All accumulated sick leave will carry over from year to year.

Sick time will not accrue when the employee is on a sick leave because of personal illness or injury and is being compensated from the Sick Leave Pool.

Sick time will not accrue when an employee is in an unpaid leave status.

## p. Transfer from another agency

New employees at Lake Sumter State College who have transferred from another Florida College System institution, the Department of Education, the State University System, a Florida District School Board, or a state agency may transfer unused sick leave provided the employee requests to do so in writing. The transferred accumulated sick leave will accrue at one day per calendar month of employment at LSSC.

## q. Notification

An employee requesting to use sick leave must notify his or her immediate supervisor prior to the beginning of the day of absence and per departmental call-in standards. A Leave request form shall be completed and given to the supervisor immediately upon the

return to work. The supervisor may request a written note if leave extends beyond three days.

An employee who takes sick leave for a medical procedure must provide certification to the Human Resources Department from his/her physician prior to resuming work.

## r. Part-time

A part-time employee is not entitled to earn sick leave.

s. Termination/ Retirement

Upon termination of employment from the College, the employee shall be paid for unused sick leave in accordance with the college terminal pay policy (see Administrative Procedure 5-32 Terminal Pay).

t. Parental Leave

Regular full-time employees (mothers and fathers) are eligible for up to ten days of paid maternity/paternity leave, once they have worked at

- ii. The amount of military leave from the College did not cumulatively exceed five years;
  - iii. The employee reported back to work or applied for reinstatement within 90 days after release from military service lasting more than 180 days; or within 14 days after release from military service lasting between 31 and 180 days; or on the next regularly scheduled workday following release from military service of less than 31 days.
- 2. Leave for Reserve or Guard Training- An employee who is a member of the Reserve or National Guard will be granted a military leave of absence for all time in which they are ordered to engage in reserve training. An employee must give their supervisor as much advance notice as possible of the need to take leave for reserve training. Up to 240 hours per year for Reserve or Guard training shall be paid leave. Any training hours required in excess of 240 hours per year shall be without pay.
- 3. Leave for Named Event or Declared Emergency- A military leave of absence will apply to 14 or



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