

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### FPU-6.005 Sick Leave.

(1) **Eligible Employees and Accrual Rate.** Sick Leave for full-time Executive Service, Faculty, Administrative and Support employees (collectively referred to as “Budgeted Employees”) shall be as follows with proportionate accrual for less than full-time. An academic year (39 weeks) employee, and an employee appointed for less than 9 months of each year shall not accrue Sick Leave.

#### Hours Accrued During Pay Period

	Biweekly
Faculty	4
Administrative	4
Executive Service	5
Support	4

(2) **Accrual Prior to Use.** Sick Leave shall be accrued before used unless available through the University’s Sick Leave Pool pursuant to the Sick Leave Pool Policy. There is no maximum on the amount of Sick Leave that can be accrued. During leave of absence with pay, an employee shall continue to earn sick leave credits.

(3) **Authorized Use.** Sick Leave is authorized for only the following purposes:

- a. The employee’s personal illness, injury, exposure to a contagious disease, or a disability where the employee is unable to perform assigned duties; or employee’s appointments with health care providers.
- b. The employee’s family member’s illness, injury, appointments with health care providers, or death.
- c. The employee’s disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery thereafter.
- d. The birth of employee’s child and in order to care for that child.
- e. The placement of a child with employee for adoption or foster care and in order to care for the newly placed child.
- f. As otherwise provided by University regulation or law.

When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of the workflow.

Employees must use sick leave only for its intended purpose. An employee may be required to provide medical documentation to support the use of Sick Leave for three (3) or more absences in any 30 day period, when absences are excessive or when a pattern has emerged. Abuse of paid sick leave will result in disciplinary action up to and including dismissal.

Upon return from sick leave due to illness or injury, an employee may be required to submit a Fitness for Duty form to establish whether the employee is fully recovered and capable of returning to his/her duties.

(4) **Notice of Absence.** An employee shall give notice of the employee's absence due to illness, injury, disability, or exposure to a contagious disease on or before the first day of absence.

(5) **Transfer of Sick Leave from Other Employers.** The University shall accept the transfer of a maximum of eighty (80) hours of Sick Leave accrued by the Budgeted Employee in another State university within Florida or New College for which payment has not been received by the employee provided no more than 31 days have elapsed between the last day of employment with the other State university or New College and the first day of the Budgeted Employee's employment with Florida Polytechnic University.

(6) **Separation from Employment.** Upon separation from employment, an employee with ten (10) or more years of State service with the State of Florida shall be paid for one-fourth of unused Sick Leave up to a total of 480 hours accrued, in accordance with Florida Statutes Section 110.122.

(7) **Reemployment by Florida Polytechnic.** If an employee is reemployed by Florida Polytechnic University as a Budgeted Employee within 60 days of separating employment with the University, unpaid Sick Leave will be restored. In the case of a layoff, the unpaid Sick Leave of the laid off employee will be restored if such employee is recalled by the University within one year of the date of layoff.

*Authority: FBOG regulation 1.001 and Florida Statutes §110.122*

*History: New: 8.28.13*