



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Vacation Leave	
Page 1 of 1	Implementing Procedure For Policy # 6.14
Date Approved/Revised: 2/02/04, 9/30/04	Division: Administration and Finance / Human Resources

Full-time personnel on the Administrative, Professional or Career Staff salary schedules shall accrue vacation leave as stated in the Board Rule Policy 6.14.

A. Vacation Leave Accrual

1. Personnel in a pay status for the calendar month or the major portion of a calendar month (major portion is defined as eleven (11) workdays) will have accrued vacation leave credited to their record by the Payroll Department. The first of each month employees are credited with vacation leave earned the preceding month.
2. Vacation leave may not be advanced.
3. Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida public college.
 - a. Employee must provide documentation
 - b. Retroactive credit is not permitted

B. Vacation Leave at Termination

1. The supervisor may require an employee to take accrued vacation leave prior to his/her termination date.
2. Final salary payment shall be made on the regularly scheduled pay date following the date of termination.

C. Vacation Leave Request

Requests for Leave of Absence should be utilized for the request of vacation leave. Vacation leave must be requested sufficiently in advance to permit workload planning by the department supervisor.

1. Vacation leave requests not submitted in advance to permit workload adjustment may or may not be approved subject to the discretion of the supervisor.

D. Utilization of Sick Leave in lieu of Vacation Leave

1. Personnel who become ill or are injured while on vacation leave may request that vacation leave be canceled and substituted by sick leave. This substitution may not be granted retroactively unless circumstances beyond the reasonable control of the employee prohibited immediate notification of the illness or injury to the supervisor.
 - a. The employee must provide reasonable documentation of the illness or injury upon return to work.
 - b. The supervisor may initiate the request for sick leave on behalf of the employee.
 - c.

Vice President, Administration & Finance		Date:
Approved by President		Date: