

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") will be as follows, with proportionate accrual for less than full-time. OPS employees, adjunct faculty, and visiting faculty do not accrue sick leave. Faculty on nine month contracts will only accrue sick leave during the nine month contract period for each year of the contract.

Hours Accrued During Pay Period

	Semi-Monthly
Faculty	4.3334
Administrative	4.3334
Executive Service	5.4167
Support	4.3334

(2) **Accrual Prior to Use.** An employee must accrue Sick Leave before the leave can be used, unless available to the employee 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 a leave of absence with pay an employee will continue to earn sick leave hours.

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

- (a) The employee's personal illness, injury, exposure to a contagious disease; a disability where the employee is unable to perform assigned duties; or employee's appointments with health care providers.
- (b) The employee's immediate family member's/relative's illness, injury, appointments with health care providers, or death. For purposes of this regulation, immediate family member/relative is defined as the employee's spouse, parents, children, grandparents, grandchildren, siblings, or individual for whom the employee is the current legal guardian; or the employee's spouse's parents, children, grandparents, grandchildren, or siblings.
- (c) The employee's disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery thereafter.
- (d) The birth of employee's child.
- (e) The placement of a child with employee for adoption or foster care.
- (f) The employee to care for the employee's child following child birth or a newly placed child after adoption or foster care.
- (g) 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 by Human Resource Services or his or her supervisor 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 by Human Resource Services or his or her supervisor to submit a Fitness for Duty form to establish whether the employee is fully recovered and capable of returning to his or her duties.

(4) **Notice of Absence.** An employee will give notice to his or her supervisor 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.** Florida Polytechnic University will recognize and accept the maximum transfer of up to eighty (80) hours of accrued Sick Leave for Budgeted Employees from any institution within the Florida State University System (SUS), the Florida State College System (SCS), Florida State Government Agency and Florida Public School Systems. This transfer is permissible under the condition that the employee has not been compensated for these sick leave hours at their previous institution. Furthermore, there must be no more than a 31-day gap between the employee's final day of work at the originating institution and their first day of employment at Florida Polytechnic University.

(6) **Separation from Employment.** Upon separation from employment with the University, an employee with ten (10) or more years of State service with the State of Florida will be paid one-fourth (1/4) of the number of hours of the employee's unused accrued Sick Leave, but shall not exceed a maximum of 480 hours of actual payment subject to and 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: BOG regulation 1.001 and Florida Statutes §110.122

History: New: 8.28.13, Amended: 9.14.16, 3.1.18, 9.28.22, 6.5.24