

**THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES
NOTICE OF AMENDMENT TO PROPOSED REGULATION**

REGULATION NUMBER AND TITLE: FPU-6.004 Annual Leave.

SUMMARY OF THE REGULATION: The proposed regulation amendments adjust the accrual rate for annual leave as the University is moving from a biweekly pay cycle to a semi-monthly pay cycle and to provide more clarity.

TEXT OF REGULATION: The full text of the Proposed Regulation can be viewed below and on the Florida Polytechnic University Board of Trustees website, at

<http://floridapolytechnic.org/board-of-trustees/university-policies-and-regulations/>.

If you would like a copy of the Proposed Regulation, please contact Bacogie Luke, Executive Assistant to the VP and General Counsel at (863)874-8412.

AUTHORITY: Board of Governors Regulations 1.001(3)(j) and 1.001(5)

NAME OF PERSON INITIATING PROPOSED REGULATION: Mark Mroczkowski, Vice President and Chief Financial Officer.

ANY PERSON SEEKING TO COMMENT ON THE PROPOSED REGULATION MUST SUBMIT COMMENTS IN WRITING TO THE CONTACT PERSON LISTED BELOW. ALL WRITTEN COMMENTS MUST BE RECEIVED BY THE CONTACT PERSON WITHIN 14 CALENDAR DAYS OF THE DATE OF PUBLICATION OF THIS NOTICE.

THE CONTACT PERSON REGARDING THIS REGULATION IS: Bacogie Luke, Executive Assistant to the VP and General Counsel at 4700 Research Way, Lakeland, Florida 33805-8531, Email: bluke@flpoly.org, Phone: (863)874-8412, Fax: (863)583-8716.

DATE OF PUBLICATION: August 1, 2016

THE FULL TEXT OF THE REVISED PROPOSED REGULATION IS PROVIDED BELOW:

FPU-6.004 Annual Leave.

(1) **Purpose.** Annual Leave offers employees the opportunity to take vacations, to enjoy time off for personal reasons, or to supplement other forms of leave.

(2) **Eligible Employees and Accrual Rate.** Annual Leave for non-OPS full-time Executive Service, Faculty, Administrative and Support employees (collectively referred to as “Budgeted Employees”) ~~shall will accrue be~~ as follows, with proportionate accrual for less than full-time. Any employee appointed for 9 months or less of each year ~~shall will~~ not accrue Annual Leave.

~~The number of hours of Annual Leave accrual for a~~ A Support employee’s accrual of Annual Leave hours is based on the employee’s number of years of creditable service with the University and such service ~~shall will~~ be awarded as one month of service credit for each calendar month that the employee is either on the salaried (non-OPS) payroll of the University or on authorized unpaid leave.

HOURS ACCRUED DURING PAY PERIOD-CYCLE

	BIWEEKLY <u>SEMI-MONTHLY</u>	YEAR-END <u>MAXIMUM</u>	MAXIMUM <u>PAYOUT</u>
FACULTY	6.75 <u>7.3125</u>	352	352
ADMINISTRATIVE	6.75 <u>7.3125</u>	352	352
EXECUTIVE SERVICE	9.7500	480	480
SUPPORT (Months of service)			
0-6	4.3334	240	240
6-120	5.4167	240	240
Over 120	6.5000	240	240

(3) **Accrual Prior to Use.** An employee must accrue Annual Leave prior to its use. An employee must get their ~~ir~~ supervisor’s approval prior to using Annual Leave.

(4) **Conversion of Annual Leave to Sick Leave.** An employee may accrue Annual Leave in excess of the ~~Y~~year-~~E~~nd ~~M~~maximum during a calendar year. However, if on December 31 of each year the employee has accrued Annual Leave in excess of the Year-~~E~~nd Maximum for the employee’s pay plan, the excess Annual Leave ~~shall will~~ be converted to Sick Leave on an hour-for-hour basis on the next day, January 1, ~~An unless the employee has must~~ received the approval ~~of from~~ Human Resources by December 31 of each year to retain Annual Leave hours in excess of the Year-~~E~~nd Maximum.

(5) **Transfer of Annual Leave from Other Employers.** No Annual Leave, accrued in another entity, state university or state plan ~~shall will~~ transfer to the University.

(6) **Separation from Employment.** An employee who separates from employment ~~shall will~~ be paid for all unused Annual Leave hours up to the Year-End Maximum allowed (“maximum payout”) for the employee’s pay plan. If the employee is reemployed by the University in a budgeted position within 60 days of the employee’s date of separation or if a laid off employee is recalled by the University within one year of the date of the layoff, all of the employee’s unpaid Annual Leave ~~shall will~~ be restored to the Budgeted Employee, ~~and Also,~~ any Annual Leave paid at the time of separation ~~shall will~~ be restored upon repayment to the University by the

Budgeted Employee.

(7) **Employees in DROP.** Upon entering into the Deferred Retirement Optional Program (DROP), an employee may elect to be paid for up to the Yyear-End Mmaximum of the employee's unused Annual Leave.

(8) **Transfer to Non-Leave Accruing Position.** Upon transfer from an Annual Leave-accruing position to a non- Annual Leave-accruing position, the employee ~~shall~~will be paid for unused Annual Leave hours up to the Year-End Maximum.

(9) **Death of Employee.** Upon the death of an employee, payment for all unused Annual Leave ~~shall~~will be paid to the employee's estate, the employee's beneficiary or as provided by law. Where an employee is participating in DROP at the time of his or her death, certain restrictions may apply.

(10) Effective date, October 1, 2016 or when ERP Workday goes live, whichever date is later.

Authority: FBOG regulation 1.001(3)(j) and 1.001(5)

History: New: 8.28.13, Amended: 6.5.15, _____