

Procedure Manual



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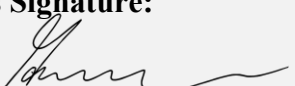
The following types of time off are covered by this procedure:

- Absence covered under the Family and Medical Leave Act (FMLA) – See College Policy 6Hx2-3.57
- Administrative Leave With Pay
- Administrative Leave Without Pay (LWOP)
- Bereavement Leave
- Court Related Leave (in conjunction with BC employment)
- Domestic Violence Leave
- Excess Vacation as Sick (TREVS)
- Extended Leave of Absence
- Jury Duty Leave
- Long Term Disability
- Military Leave With Pay – See College Policy 6Hx2-3.39
- Military Leave Without Pay – See College Policy 6Hx2-3.39
- Parental Leave
- Personal Leave With Pay
- Personal Leave Without Pay
- Professional Leave With Pay
- Professional Leave Without Pay
- Sabbatical – See College Policy 6Hx2-4.27
- Sick With Pay
- Sick Without Pay
- Vacation
- Workers Compensation

Request for time off must be submitted via the College’s timekeeping platform and must be approved by the employee's immediate supervisor or, in their absence, the employee’s next delegated approver. Leave cannot be used after an employee has separated from the College. Supervisors are responsible for ensuring that their personnel abide by College policies relating to time off and for approving the time off. All leaves shall be requested and reported to the nearest quarter hour for each hour of time off. Time off should be scheduled at a time that will result in minimum disruption to the operation of the College.

All leaves authorized for full-time employees shall be earned on a calendar month basis and applied on the 15th day of the month. A person who is employed prior to the 15th day of the month and who maintains continuous employment for the remainder of the month shall earn leave for that calendar month.

Requesting Time Off: Requests for time off must be initiated by the individual employee utilizing the College’s timekeeping platform through the time off task and approved by the employee's immediate supervisor or, in their absence, the next delegated approver. For time off requiring prior approval, the date of approval must be prior to the effective date or a notation must be added indicating the date actual verbal approval was given. Any employee who is absent without approved leave shall forfeit compensation for the time of such absence and shall be subject to disciplinary action up to and including dismissal.

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TYPES OF LEAVE and TIME OFF

Absence covered under the Family and Medical Leave Act (FMLA) – See College Policy 6Hx2-3.57

Administrative Leave With Pay: At the College’s discretion, an employee may be placed on Administrative Leave With Pay by the President or their designee, while employment actions are being considered, or in other instances, when said leave is determined by the President in their sole discretion, to be in the best interests of the College. Employees will be notified in writing of such leave. Employees shall not accrue vacation or sick leave hours during an Administrative Leave With Pay.


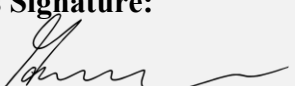
Administrative Leave Without Pay (LWOP): Administrative Leave Without Pay (LWOP) is a temporary non-pay status and absence from duty. Granting LWOP is a matter of supervisory discretion and may be limited by departmental policy. Employees shall not accrue vacation or sick leave hours during an Administrative Leave Without Pay.

Bereavement Leave: May be used if the death is a family member defined by the Sick with Pay section of this procedure. Bereavement leave is charged to sick leave. Full-time represented employees should refer to their applicable Collective Bargaining Agreements.

Court Related Leave: The President and/or their designee may approve vacation or personal leave with pay when an employee is engaged in personal litigation and if the employee has available accumulated hours. If the employee does not have any available accumulated hours, Personal Leave Without Pay may be considered. When involved in a personal litigation on behalf of the College or because of action in the line of duty as an employee, the College personnel shall be considered on duty and shall turn over to the College any fees received from the court. An employee subpoenaed in the line of duty to represent the College shall be considered functioning within their job assignment and will be paid per diem and travel expenses accordingly. An employee who receives a subpoena to represent the College shall notify their supervisor of the subpoena immediately.

Domestic Violence Leave: Employees who have been employed by the College for three (3) or more months are entitled to three (3) days leave in a 12-month period if the employee or a member of the employee’s family or household is a victim of domestic violence. Domestic Violence Leave is charged to sick or vacation leave. If the employee has no accrued leave, Domestic Violence Leave will be coded as Leave Without Pay. The employee must provide the supervisor and the College’s Benefits Department with advance notice of the leave, except in cases of imminent danger. Pursuant to Florida law, this documentation is confidential and exempt from Florida Statute 119. The employee may be required by the College to provide documentation of the act of domestic violence for which the leave is needed.

Excess Vacation as Sick (TREVS): By December 31st, unused vacation hours in excess of 500 hours are transferred to Excess Vacation as Sick (TREVS). Excess Vacation as Sick may be taken when necessary because of an illness or injury of an employee. In addition, an employee may take Excess Vacation as Sick for the illness and/or death of a family member and domestic partner(s) (as defined by the College’s Affidavit of Domestic Partnership) referenced in the Sick with Pay section of this procedure. Excess Vacation as Sick is

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not used in the calculation of terminal sick leave pay as authorized in Section 110.122(2), Florida Statutes.

Extended Leave of Absence: Employees can request leave beyond the 12 weeks of FMLA which can be approved at the discretion of the immediate supervisor in consultation with the appropriate member of the President’s Cabinet. Employees going into an extended leave of absence must continue to using their personal leave accruals. Once all accruals have been exhausted, the leave will go unpaid.

Jury Duty Leave: A full-time employee who is summoned as a member of a jury panel or subpoenaed as a witness when not involved in the litigation shall be granted Leave With Pay but no reimbursement will be made by the College for meals, lodging, or travel.

Long Term Disability: The College provides Long Term Disability income protection to all full-time employees at no cost to the employee. The disability coverage will cover up to 60% of the employee's monthly salary. The maximum monthly benefit is \$10,000 per month. The period of time that an employee needs to be continuously, totally, or partially disabled before LTD benefits are payable is 90 days. Full-time represented employees should refer to their applicable Collective Bargaining Agreements.

Military Leave With Pay – See College Policy 6Hx2-3.39


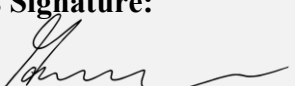
Military Leave Without Pay – See College Policy 6Hx2-3.39

Parental Leave: Parental Leave will be provided to eligible full-time employees for 20 consecutive duty days for the birth, adoption, or foster care intake of an employee’s child. Paid Parental Leave will be compensated at the employee’s daily rate of pay based on their base salary. Paid Parental Leave is an additional College paid benefit that will not be deducted from employee’s accrued sick or vacation banks.

To be eligible for paid Parental Leave, a full-time employee must have worked for Broward College for at least 12 months and worked at least 1,250 hours during the 12-month period preceding the leave. The employee must be approved for Family Medical Leave (FMLA) and must take Parental Leave concurrently with FMLA. The employee’s child must be age 17 or younger. A new spouse’s child is excluded from this policy unless there is a legal adoption. Paid Parental Leave will only be granted once in a rolling 12-month period. If both parents of the child are full-time employees of the College, the maximum benefit combined should not exceed 30 duty days. Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee.

Employees should notify their supervisor(s) and the Talent & Culture Department at least 30 days prior to requesting Parental Leave. Upon termination of employment with the College, an employee will not be paid for any unused paid Parental Leave for which they were eligible.

Personal Leave With Pay: All non-represented full-time employees are granted paid leave, not to exceed four days per fiscal year for personal reasons. Such absences for personal reasons shall be charged only to accrued sick leave and leave for personal reasons shall be non-cumulative. Any non-represented employee who finds

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it necessary to be absent from duty because of personal reasons shall notify the appropriate supervisor as soon as possible, preferably before the start of the workday.

For represented Professional Technical Staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and Federation of Public Employees and the United Faculty of Florida (UFF) Bargaining Agreement.

Personal Leave Without Pay: Personal Leave Without Pay may be granted at the discretion of the immediate supervisor in consultation with the appropriate member of the President’s Cabinet.

Professional Leave With Pay: Professional Leave With Pay is available to employees whose assigned duties take them away from the College on a temporary basis for the purpose of attending conferences, workshops, seminars, and out-of-county meetings sponsored by external organizations. Such leave is granted at the discretion of the immediate supervisor.

Professional Leave Without Pay: Professional Leave Without Pay is granted to employees at the discretion of their immediate supervisor for the purpose of pursuing job-related activities.

Sabbatical: Please refer to Policy 6Hx2-4-27, Sabbatical Leave.


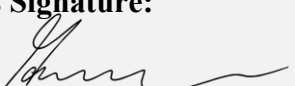
Sick With Pay: All full-time employees shall earn one day of paid sick leave for each calendar month of service, not to exceed 12 days for each fiscal year. Sick leave may be taken when necessary because of illness or injury of an employee. In addition, an employee may take sick leave for the illness and/or death of a mother, father, brother, sister, spouse, child, step-parent, grandparent, grandchild, uncle, aunt, cousin, niece, nephew, in-laws, and domestic partner(s) (as defined by the College’s Affidavit of Domestic Partnership). Bereavement leave is charged to sick leave. Sick leave shall be cumulative from year to year with no maximum for accrual purposes. Any employee who finds it necessary to be absent from duty because of illness shall notify the appropriate supervisor as early as possible on the day on which he/she must be absent (preferably before the start of the shift).

Unused sick hours may be eligible for Terminal Pay see College Policy 6Hx2-3.16. For represented UFF Faculty and FOPE PTS employee sick leave accruals refer to the governing Collective Bargaining Agreements.

Sick Leave Without Pay: Sick Leave Without Pay may be granted at the discretion of the immediate supervisor in consultation with the appropriate member of the President’s Cabinet. Sick Leave Without Pay must only be used after all accumulated sick and annual leave has been used.

Vacation: Vacation time should be scheduled and approved in advance so there will be minimal disruption to the operation of your department and the college. Full-time non-represented, non-instructional employees are granted vacation leave based on Broward College years of service at the following rates:

- 1 day for each month of full-time service up to 5 years (or up to 60 nonconsecutive months) (12 days maximum per year)
- 1 1/4 days for each month full-time service from 5 to 10 years (from 61 to 120 nonconsecutive

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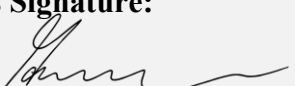
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months) (15 days maximum per year)

- 1 1/2 days for each month of full-time service over 10 years (over 120 nonconsecutive months) (18 days maximum per year)
- 1 1/2 days for each month of full-time service for Senior Management Service Class employees
- Individuals who retired from the Florida Retirement System (FRS) and who are hired by Broward College should accrue vacation time based on the rehired date for full-time service at Broward College and in accordance with the above rates

At the end of any calendar year, such vacation time may be accumulated up to a maximum of 500 hours. Vacation hours earned in excess of 500 hours in any calendar year shall be used that calendar year or be transferred to *Excess Vacation as Sick* (TREVS) on December 31st. Such vacation leave transferred to *Excess Vacation as Sick* (TREVS) cannot be used in the calculation of terminal sick leave pay as authorized in Section 110.122(2), Florida Statutes. Should an individual not be able to use their vacation due to circumstances beyond their control, an exception to the transfer to *Excess Vacation as Sick* (TREVS) procedure may be made which allows an employee to postpone the deadline for transfer of excess vacation hours to March 31st. Such exceptions may be requested by providing documentation of need to the Executive Director of Talent and Culture. Exceptions will be reviewed on a case by case basis and determinations made at the discretion of the College. Upon separation from the College, employees may receive pay for up to 500 accumulated vacation hours. Vacation hours shall not be accrued during periods of sabbatical, extended professional or administrative leave. In the case of the death of the employee, payment for unused vacation hours shall be made to the employee's beneficiary, estate, or as provided by law. Full-time represented employees are granted vacation leave in accordance with their applicable Collective Bargaining Agreements.

Workers' Compensation: Workers' Compensation is addressed in Broward College Policy 6Hx2-3.28, *Workers' Compensation*, and its accompanying procedure.

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