

(6) An employee, other than a non-exempt Temporary employee, will be paid proportionate to the time in pay status for all holidays designated by the USF system or Florida law.

(7) Annual and/or sick leave will be accrued while in pay status in accordance with these Regulations. Leave will be credited at the end of the pay period in which it is earned, or in the case of separation, on the last day the employee is on the payroll. Leave may not be used in the pay period in which it is earned.

(8) During approved unpaid leave for parental, foster care, medical, or military reasons, an employee may use accrued leave to continue the contributions to State benefits and other expenses.

(9) Unless agreed otherwise, an employee will be employed in the same or similar status upon completion of the approved leave period. While on paid leave, an employee may not be employed elsewhere unless the requirements for outside activity and/or extra or dual compensation have been met.

(10) The USF system may establish reciprocal agreements with other government entities for the transfer of accrued sick leave and accrued annual leave. Such agreements must be in writing and consistent with applicable Florida law.

(11) The USF system will withhold any payment due to an employee upon separation from employment for accrued sick leave or accrued annual leave unless and until all property of the USF system in the custody or control of the employee is returned or properly accounted for.

(12) Sick leave accrual for full-time employees will be as follows with proportionate accrual for less than full-time.

Hours Accrued During Pay Period		
	Monthly	Biweekly
Administration	8.667	4
Ex. Service	10.833	5
Staff	8.667	4

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(a) Sick leave must be accrued before use unless available through a USF system-approved sick leave pool or ~~donated sick leave program~~. There is no maximum on the amount of sick leave that can be accrued.

(b) With the appropriate approvals, accrued sick leave is authorized for the following purposes:

1. The employee's personal illness, injury, exposure to a contagious disease, a disability where the employee is unable to perform assigned duties, or appointments with health care providers.

2. The illness, injury, appointments with health care providers, or death of a member of the employee's family; family, for the purpose of this Regulation, is defined as the spouse, domestic partner (as defined in USF's Domestic Partner Health Insurance Stipend Program), the grandparents, parents, brothers, sisters, children and grandchildren of both the employee and the spouse.

(c) Notice of absence due to illness, injury, disability, or exposure to a contagious disease must be given on the first day of absence, unless the nature of the illness or injury precludes such notice the first day.

(d) Upon separation, an employee appointed before 01/01/2014 who has completed with ten (10) or more years of service will be paid for one-fourth of accrued unused sick leave up to a total of 480 hours at the employee's regular hourly rate in effect on 01/01/2014. Upon reemployment by the USF system within thirty (30) days or upon recall from layoff by the USF system within one (1) year, all sick leave paid at the time of separation may be restored upon repayment by the employee. An employee with less than ten (10) years of service or appointed on or after 01/01/2014 will not be paid for any unused sick leave upon separation. and such leave shall be forfeited unless reemployed by the USF system within thirty (30) days or recalled from layoff by the USF system within one (1) year.

(e) The CAO will approve continuation and/or modification of the current sick leave pool ~~or the donated sick leave program~~ when determined to be in the USF system's best interests.

(13) Annual leave for full-time employees will be as follows with proportionate accrual for less than full-time employment. An employee appointed for fewer than ten (10) months does not accrue annual leave. Hours of accrual for Staff employees are based on years of creditable service and such service will be awarded as one month of service credit for each calendar month that the employee is on the salaried (non-Temporary) payroll of the USF system or during authorized unpaid leave.

	Monthly	Biweekly	Payment Maximums
Administration	14.667	6.769	352 (after 6 mo. satisfactory service)
Ex. Service	20	9.195	480
Staff (yrs of service)			
0-6 mo.	8.667	4	0
Greater than 6 mo-5 yrs	8.667	4	240
Greater than 5 yrs-10 yrs	10.833	5	240
Greater than 10 yrs	13	6	240

(a) Annual leave must be accrued prior to use. In extraordinary circumstances, annual leave may be advanced to meet employment needs of the USF system.

8/10
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All
Outside
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