



ADMINISTRATIVE PROCEDURE MANUAL

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Purpose

The purpose of this procedure is to explain terminal pay to the beneficiary of a deceased employee's accrued but unused vacation and sick leave.

Procedure

In addition to the compensation that a deceased full-time employee's beneficiary may receive through the College's retirement, life insurance and other applicable benefits plans, the College provides terminal pay to the beneficiary for accrued but unused vacation and sick leave as described below.

- A. **Payment of Vacation Leave:** Any earned but unused vacation leave shall be paid to a College employee's beneficiary. The vacation leave payout may not exceed thirty (30) days (240 hours).

- B. **Payment of Sick Leave:** A full-time employee's beneficiary shall receive terminal pay based on the accumulated sick leave days credited to the employee at the time of death, as follows:
 - 1. During the first three (3) years of service at the College, the daily rate of pay multiplied by thirty-five (35) percent times the number of days of accumulated sick leave.
 - 2. During the next three (3) years of service at the College, the daily rate of pay multiplied by forty (40) percent times the number of days of accumulated sick leave.
 - 3. During the next three (3) years of service at the College, the daily rate of pay multiplied by forty-five (45) percent times the number of days of accumulated sick leave.
 - 4. During the tenth (10th) year of service at the College, the daily rate of pay multiplied by fifty (50) percent times the number of days of accumulated sick leave.
 - 5. During the next twenty (20) years of service, the daily rate of pay multiplied by fifty (50) percent plus up to an additional 2.5 percent per year for each year of service beyond ten (10) years, times the number of days of accumulated sick leave.

- C. **Payment of Benefit Days:** Senior Management Class employee's beneficiary will receive terminal pay for accumulated but unused benefit days, in addition to vacation and sick leave, as follows:
 - 1. During the first three (3) years of service at the College after July 1, 2004, Senior Management Class employees are ineligible for payout of benefit day credits.
 - 2. From three (3) to five (5) years of service at the College after July 1, 2004, Senior Management Class employees are eligible for payout of sixty (60) percent of benefit day credits accumulated.



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3. From five (5) to seven (7) years of service at the College after July 1, 2004, Senior Management Class employees are eligible for payout of eighty (80) percent of benefit day credits accumulated.
4. After seven (7) years of service at the College after July 1, 2004, Senior Management Class employees are eligible for one hundred (100) percent pay out of accumulated benefit day credits.

REFERENCES: F.S.121.055, 1001.64, 1001.65, 1012.865

Adopted Date: August 12, 2014

Revision Date: November 2, 2016