

Additional Benefits

Annual Leave - Full-Time Employees

Administrative & Professional and Career employees earn vacation time as follows:

First five years.....	16 days per year
Six to ten years.....	19 days per year
Ten years and over	22 days per year
Administrative & Professional and Career employees may carry over annual leave into the next calendar year with a cap of 44 days (352 hours).	

Senior Management employees earn vacation time as follows:

First five years.....	20 days per year
Six to ten years.....	22 days per year
Ten years and over	24 days per year
Senior Management employees may carry over annual leave into the next calendar year with a cap of 60 days (480 hours).	

Accrued vacation leave in excess of the maximum on December 31 shall be transferred to sick leave on January 1 of the following year. Such vacation leave transferred to sick leave will be classified as non-compensatory accrued sick leave and cannot be used in the calculation of terminal sick leave pay.

Leave

Sick Leave

All full-time employees earn eight hours of sick leave per month as long as the employee is in a paid status for one day more than half the month. Employees may carry over unused sick leave into the next calendar year.

Full-time instructional employees earn eight hours of sick leave per month, January through May & September through December, based on a traditional teaching calendar.

Faculty who teach an optional third term will also earn eight hours of sick leave, June through August.

Sick Leave Pool

All full-time employees who meet the eligibility requirements can join the Sick Leave Pool during Open Enrollment only. Eligibility will be determined as of the December 8 paycheck. To join, employees must have been employed for one year and have a minimum of 72 sick leave hours available. A contribution of 16 hours of sick leave is required to join the Sick Leave Pool. Membership will be effective the first workday of the following January.

If the employee has a catastrophic emergency/life threatening illness or injury and has depleted all of his or her own sick leave, they may apply for hours from the pool. The decision to grant hours is made by the Sick Leave Pool Committee. The application form and the physician's report may be obtained online and your request submitted to benefits@fscj.edu.

Holidays

The College President shall designate one paid holiday in the annual operating calendar to total ten official paid holidays annually:

New Year's Day
Independence Day
Designated Holiday
Labor Day
Martin Luther King, Jr. Day
Veteran's Day
President's Day
Thanksgiving Day
Memorial Day
Christmas Day

You must be in an active pay status the day before and the day after an official College holiday to receive eight hours of pay for that holiday. Employees who begin or terminate work during the middle of a pay period will be paid for the days worked should their employment not encompass the entire pay period. Administrative, professional and career employees work 250 days. Spring and winter breaks are not part of the 250 days work calendar.