**ADDITIONAL BENEFITS**

**Annual Leave - Full-Time Employees**

**Career** employees earn vacation time as follows:
- First five years: 12 days per year
- Six to 10 years: 15 days per year
- 10 years and over: 18 days per year

Career employees may carry over annual leave into the next calendar year with a cap of 44 days (352 hours).

**Administrative and Professional** employees earn vacation time as follows:
- First five years: 16 days per year
- Six to 10 years: 19 days per year
- 10 years and over: 22 days per year

Administrative and Professional 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 10 years: 22 days per year
- 10 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.

**Sick Leave**

All full-time employees earn eight hours of sick leave per month. Employees also have the option to use 32 hours per calendar year as personal leave. Employees may carry over unused sick leave into the next calendar year.

**Sick Leave Pool**

Full-time employees are eligible to enroll in the sick leave pool after they have been employed for one year and have a sick leave balance of at least 72 hours. The open enrollment period occurs during the College’s annual open enrollment during the months of October and November; with a membership effective date of January 1. To enroll, an employee voluntarily contributes 16 hours of sick leave to the pool.

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 additional hours from the pool. The decision to grant hours is made by the Sick Leave Pool Committee. The application form to include the physician’s report may be obtained from a Benefits Specialist in Human Resources.
**ADDITIONAL BENEFITS cont’d**

**Worker’s Compensation**

All employees are covered by Workers’ Compensation. Workers’ Compensation provides partial wage continuation and pays the cost of medical treatment health care cost (if applicable) if an employee has been injured while on the job.

**Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) of 1993 provides an entitlement of up to 12 weeks (480 hours) of job-protected, unpaid leave during a 12-month period to employees who have worked for the College for at least one year and have worked at least 1,250 hours during the previous 12-month period. Eligible employees may take FMLA leave for the following reasons: 1) birth and care of the eligible employee’s child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee’s own serious health condition. For additional information, go to Artemis at [www.fscj.edu](http://www.fscj.edu); log into the faculty and staff portal; click on “College” at the top of the webpage, then click on Human Resources; or go to [www.fccj.org/campuses/mccs/HumanResources/](http://www.fccj.org/campuses/mccs/HumanResources/).

**Long Term Care (LTC) Insurance**

Employees have the option of purchasing Long Term Care (LTC) insurance through Unum. LTC is the assistance received when someone needs help with two or more Activities of Daily Living—such as dressing, bathing, going to the bathroom, eating or moving about—or when someone suffers a severe cognitive impairment. This care could be provided in the home, in an assisted living or residential care facility, or in a skilled nursing facility such as a nursing home. For additional information, go to Artemis at [www.fscj.edu](http://www.fscj.edu); log into the faculty and staff portal; click on “College” at the top of the webpage, then click on Human Resources; or go to [www.fccj.org/campuses/mccs/HumanResources/](http://www.fccj.org/campuses/mccs/HumanResources/).

**COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives qualified beneficiaries (defined as employee, spouse and/or dependents) who lose their health benefits the option to elect to continue their health insurance, dental insurance, vision insurance and flexible spending account(s) for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between employers, death, divorce, and other life events. COBRA coverage begins on the date health care coverage would otherwise have been lost by reason of a qualifying event and may continue for a maximum of 18 months. Certain qualifying events, such as divorce or legal separation of an employee, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

Qualified beneficiaries that elect Cobra will be required to pay the entire premium plus a two percent administration fee each month to maintain coverage.
**ADDITIONAL BENEFITS cont’d**

**Holidays**
The College President shall designate one (1) paid holiday in the annual operating calendar to total Ten (10) official paid holidays annually.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day

- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- Designated Holiday*

You must be in an active pay status the day before and the day after an official College holiday to receive pay for that holiday. Employees who begin or terminate work during a pay period when the College is officially closed (i.e., December 16-30) will be paid for the days worked should their employment not encompass the entire pay period. Administrator, professional and career employees work 250 days. Spring and winter breaks are not part of the 250 days’ work calendar.

**Tuition Reimbursement**
The College will waive or reimburse tuition and matriculation fees for courses taken at the College for employees and their dependents (refer to APM 03-0910). Undergraduate and graduate courses taken at accredited institutions other than the College are reimbursable up to $3,000 per fiscal year for undergraduate courses and up to $4,000 per fiscal year for graduate courses. (APM 12-1501).