

(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 be consistent with applicable Florida law.

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

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

	Hours Accrued During Pay Period	
	Monthly	Bi-weekly
Administrative	8.67	4
Service	10.33	5
Staff	8.67	4

(13) 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.

(14) 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.

ADP
3/24/14

