



## **New Employees with Previous Florida Community College Service – Accrual of Vacation Leave Using Prior Florida Public Community College Service**

According to Board Rule 6.14 as updated periodically:

### **VACATION LEAVE**

The Board authorizes vacation leave, exclusive of holidays, for employees employed on a twelve (12) month basis.

See Board Rule 6.14 by clicking [here](#)

**Employees will receive service credit toward vacation accrual for prior full-time employment in another Florida public community college.**

**HR will need the information regarding which community college and the number of years of employment. To obtain that information the EMPLOYEE must get an FR9 <https://www.rol.frs.state.fl.us/forms/fr-9.pdf> from the Florida Retirement Website under Forms and request the information as to years of service and ask for an audit of their account. Once the information is obtained from Florida Retirement System, a copy of the information should be forwarded to Human Resources with a note attached telling us that this information is provided to properly calculate VACATION time based on previous Florida Public Community College service. HR will verify the time and forward the information to Payroll.**

An employee may earn and accrue vacation leave while on probation pending Board appointment but shall not use vacation leave during this probationary period unless approved by the President.

**Compensation:** Employees who have vacation leave accrued may request compensation for their authorized absence. A Leave Request and Authorization form for vacation leave should be submitted at least one week prior to the effective date of leave.