



**POLICY: 6Hx28:3D-14**

**Responsible Executive:** Executive Vice President, Administrative Services

**Policy Contact:** Chief Human Resources Officer

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 05-24-2017

**Date of Last Policy Review:** 11-20-2025

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## **Paid Time Off for Part Time Faculty Teaching Academic Credit Programs**

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### **Policy Statement:**

- I. In order to attract, motivate, and retain employees who contribute to student success, Valencia College ("College") will establish conditions of employment such as paid time off that recognizes the primary need for a part-time faculty member teaching academic credit programs to be away from the classroom during a scheduled term due to unforeseen circumstances or emergency. The College adheres to all federal and state laws, rules and regulations governing the administration of paid time off as it relates to part time faculty members.
- II. The College President or designee(s) may establish programs and procedures to implement this policy.

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**Policy History:** Adopted 5-24-17

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### **Procedures:**

- I. General Provisions:
  - A. This policy and its implementing procedure are applicable to the following circumstances:
    1. Part-time faculty teaching academic credit bearing courses
    2. Full-time faculty teaching part time credit bearing courses as overloads

### 3. Full-time exempt staff teaching part time credit bearing courses

In all cases, paid time off is only applicable to time away from the classroom for those part time credit bearing courses.

- B. On the first day of each scheduled term, a part-time faculty member shall be credited with one-half (1/2) hour of paid time off per each contact hour scheduled by contract to be taught during that term. Paid time off is earned immediately at the beginning of each scheduled, contracted term and is available for use by the part-time faculty member beginning on the first day of the scheduled, contracted term for which the leave is earned.
- C. Paid time off hours are non-cumulative, non-compensable, and non-transferable. Unused paid time off hours expire at the end of the term in which they were applied, or upon the employee's separation from employment, whichever comes first.
- D. Paid time off may be used and recorded in as little as one-quarter (1/4) hour increments. In limited situations when the determination of the need to use paid time off leave over consecutive instruction days can be made in advance, the leave is subject to supervisor approval to allow for continuity of instruction in the part time faculty member's absence.
- E. Any part-time faculty member who does not call in or otherwise notify the supervisor regarding an absence may be denied paid time off and/or subject to corrective/disciplinary action. If a part-time faculty member is absent for more than three consecutive scheduled workdays without supervisor notification, the part-time faculty member shall be considered to have voluntarily resigned without giving notice and separated from employment, in accordance with College Policy 6Hx28:3F-05.2 Abandonment of Position.
- F. The official record for the accumulation, use, and expiration of paid time off earned by part-time faculty members will be maintained by the College's Organizational Development and Human Resources (ODHR)/Leave & Access Services. Paid time off may only be used after it has been issued and documented as earned by ODHR payroll systems.

## II. Guidelines:

- A. If a part-time faculty member finds it necessary to be absent due to unforeseen circumstances or emergency, the part-time faculty member shall provide as much notice to the immediate supervisor before the beginning of the day's work on the day of the absence or as soon as possible when the notice cannot be made in advance. The notice to the immediate supervisor may include the part-time faculty member's ability to provide the supervisor of the anticipated duration of the absence.

- B. A request for paid time off shall be initiated by the part-time faculty member on a Certificate of Absence (COA) form through the electronic leave system and submitted for acknowledgement by the immediate supervisor prior to the period of requested leave, or upon return to work if the request for leave is not planned or otherwise cannot be made by the part-time faculty member in advance.

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**Procedure History:** Adopted 5-24-17, Amended 11-19-25

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**Date of Last Procedure Review:** 11-19-2025