



North Florida Community College  
325 NW Turner Davis Drive  
Madison, FL 32340

850-973-9487  
HR-Dept@nfcc.edu

## Holidays

The following holidays are observed by NFCC

M.L. King Day  
President's Day  
Spring Break  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving & day after  
Christmas Break

## Retirement

North Florida Community College employees participate in the Florida Retirement System. The College makes a retirement contribution along with the Employee 3% participation as required by the Florida Retirement System. An employee is vested after earning eight (8) years of creditable service.

## Travel

Budgetary provisions permit reimbursement for travel to conferences, meetings and workshops that benefit both the individual and College. Per Diem/reimbursement and travel allowance are authorized.

## Annual Leave

Full-time employees (employed on a 12-month basis) accrue annual leave (one (1) day per month. The amount of days earned increases based on longevity at the College.

## Sick Leave

Full-time employees accrue one (1) day per month. Sick leave may also be used for illness or death of an immediate family member. Two (2) sick days (per year) can be used for personal reasons.

## Sick Leave Pool

NFCC has a Sick Leave Pool established to help incapacitated full-time employees whose leave has been exhausted. Participation is voluntary after completing one year of continuous full-time employment. Other rules pertain. See HR for details.

# Benefits for Full Time Employees Effective July 1, 2011

## Military Leave

Outlined in Board Policy.

## Family and Medical Leave

The Family Medical Leave Policy provides "eligible employees" the right to take unpaid, or paid leave if it has been earned for up to twelve weeks during a 12-month period. Health benefits are maintained while on leave. See HR for more details.

## Sabbatical Leave

Eligible employees may apply for Sabbatical Leave subject to established policies and procedures of the College.

## INSURANCE

A brief description to the types of insurance is as follows:

### Medical

NFCC provides full-time employees single health care insurance through Blue Cross and Blue Shield. Dependent coverage is also available.

### Dental Insurance

Dental Insurance is available through Ameritas for employees and is paid by the College. Family coverage is available at the employee's expense.

### Life Insurance

Each full-time employee receives term life insurance in the amount equal to one (1) year's salary (which includes Accidental Death and Dismemberment). Additional insurance and coverage for dependents is available.

### Each full-time employee receives term life insurance in the Long Term Disability Insurance

Full-time employees are covered by Long Term Disability Insurance amount equal to one (1) year's salary (which includes Accidental Death and Dismemberment). Additional insurance coverage is available for the employee and dependents.

### Vision Insurance

Dental Insurance is available through Avesis for employees and is paid by the College. Family coverage is available at the employee's expense.

## Workers Compensation

All College employees are covered by Workman's Compensation Insurance.

## Fee Waivers for College Classes at NFCC

Full-time employees, and their dependents, that have been employed at least six (6) months are eligible to attend classes at NFCC with a fee waiver.

## Other Colleges

Full time employees that have been employed full time for 12 months are eligible for reimbursement for classes attended at other Colleges. The request for reimbursement must be pre-approved prior to starting the class. Only classes that are in the same field of study or classes that benefit the College will be approved. See HR for details.

## Employee Development

Staff and Program Development funds are allocated by the Legislature for major projects, workshops, individual projects, and in-service training. All funds must be requested prior to training or travel.

## Bookstore Discounts

Employees receive a 10% discount at the College Bookstore.

## Use of Fitness Center

NFCC employees and their dependents may use the Colin Kelly Fitness Center free of charge.

## Direct Deposit

Direct Deposit is also available to any bank or financial institution.

## Other Benefits

Discount cards are available for a variety of area attractions. College employees are eligible to join the local Madison Credit Union as well as Florida Commerce Credit Union.