

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 5-19
Revision No.: 1

Effective: 10/27/2009
Review Date: 10/27/2010

Prior Employment with a Constitutional Officer

SCOPE: This policy applies to all persons employed by the Board of County Commissioners who immediately prior to Board employment were employed in a permanent position by an Alachua County Constitutional Officer.

PROVISIONS:

1. **General Rule.** Upon employment with the Board, all unused annual and sick leave hours accrued while in the immediate past employment of an Alachua County Constitutional Officer shall transfer to the employee's leave balance with the Board.
2. **Vacation Leave.** In no case shall the accrued and unused vacation leave balances transferred exceed 280 hours for employees assigned to a 40-hour work or 392 hours for employees assigned to a 56-hour work week.
3. **Sick Leave.** Accrued and unused sick leave balances transferred shall not exceed 1,040 hours for employees assigned to a 40-hour workweek or 1,344 hours for employees assigned to a 56-hour work week.
4. These transferred leave hours shall be considered as the current accrued leave balance and shall be subject to any restrictions and limitations governing leave use as set forth in these policies.
5. After completion of the probationary period the employee retains the original hire date with the Constitutional Officer.

County Manager

County Attorney