

*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.*

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## **Prior Employment with a Constitutional Officer**

**SCOPE:** This procedure applies to all persons employed by the Board who immediately prior to Board employment were employed in a permanent position by an Alachua County Constitutional Officer in positions funded by the Board.

### **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 subject to the limitations below.
2. **Annual Leave.** In no case shall the accrued and unused annual leave balances transferred exceed 280 hours.
3. **Sick Leave.** Accrued and unused sick leave balances transferred shall not exceed 1,040 hours.
4. Employees whose Constitutional Office utilize Paid Time Off (PTO) in lieu of sick and annual leave shall have the total balance of PTO split equally between annual and sick leave, not to exceed each limit above.
5. 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.
6. Employees cannot be paid out for any leave that is transferred to the County by the Constitutional Office upon departure.
7. After completion of the probationary period the employee retains the original accrual date with the Constitutional Officer.