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

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Annual Leave

OVERVIEW: This procedure describes the accrual and usage of and compensation for paid annual leave.

SCOPE: This procedure applies to all classified and senior management FRS employees of the Board.

PROVISIONS:

1. **Annual Leave**

    a. Classified Employees shall earn annual leave based on length of continuous service.

    b. Senior Management FRS. The Administering Official shall determine the length of service accrual rate and any advancement of leave for this classification based on the table below.

    c. Limited Term Appointment Employees. Employees hired as Limited Term Appointment employees shall earn annual leave based on length of continuous service.

    d. Part-time Employees. Part-time employees who work at least 20 hours per week shall earn annual hours at the appropriate accrual rate on a pro-rated basis.

    e. Unclassified, Temporary or On-Call Employees. Annual leave shall not be earned by unclassified or on-call employees.

    f. Exception to the General Provisions. The Administrating Official has the discretion to adjust the accrual rate for Classified employees.

2. **Accrual of Annual Leave.** Annual leave shall be earned as of the last day of each pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period.

    a. Employees will be allowed to accrue annual leave with no cap during the fiscal year, but will only be allowed to carry forward 500 hours for employees assigned

to a 40-hour work week to the following fiscal year. Leave balances over 500 will be reduced October 1st each fiscal year.

b. Part-time employees will be allowed to carry forward hours to the following fiscal year at a prorated calculation based on their hours of work except as detailed below.

c. Employees who move from a full-time position to a part-time position from October - March must use any accrued annual leave beyond their part time accrual limit by the end of that fiscal year. Those who move to a part time position between March through September must use any accrued hours beyond the part time accrual limit within 6 months.

d. Pay Period Accrual Chart for Annual Leave. Annual leave shall be accrued in accordance with the following schedule, unless dictated through a CBA, with employees having a normal work schedule different from 40 hours per week will be prorated accordingly:

PAY PERIOD ACCRUAL CHART FOR ANNUAL LEAVE

LENGTH OF SERVICE IN YEARS	40 HOUR Bi-Weekly	40 HOUR Annual	IN WEEKS
Less than one year	3.24 hrs	84.24 hrs	2.106 weeks
One year but less than five years	3.85 hrs	100 hrs	2.5 weeks
Five years but less than ten years	4.62 hrs	120 hrs	3 weeks
Ten years but less than fifteen years	5.38 hrs	140 hrs	3.5 weeks
Fifteen years but less than twenty years	6.92 hrs	180 hrs	4.5 weeks
Twenty years but less than twenty-five years	8.46 hrs	220 hrs	5.5 weeks
Twenty-five years and over	9.23 hrs	240 hrs	6 weeks

3. **Use of Annual Leave.** Employees are encouraged to take annual leave within the fiscal year.

    a. An employee shall be granted annual leave only for those hours accrued prior to the requested annual leave period.

    b. Annual leave shall not be used in increments of less than fifteen minutes (0.25hr).

c. Whenever possible, all requests for annual leave shall be documented and approved in advance according to department procedures.

d. Except in extenuating circumstances, an employee must receive prior approval from the employee's supervisor or Department Director.

e. Annual leave requests shall be granted at the discretion of the supervisor; however, every effort will be made to accommodate employees.

f. Employees cannot use annual leave to cover tardiness.

g. Employees may request the use of annual leave for medical and dental appointments.

h. Leave without pay shall not be approved for any reason except approved FMLA or medical leave. Upon written request from the employee, the Department Director in conjunction with the Human Resources Director, or designee, shall approve this leave. (Information on Extended Leaves of Absence can be referenced in EP 7-10)

i. Requests for annual leave for more than four work weeks must be approved by the Administrating Official or designee.

j. Employees may not use any leave type to extend their date of separation and must adhere to the Separation Procedure. Employees can use a maximum of two weeks annual leave immediately prior to retirement or resignation dates.

4. **Pay for Accrued Annual Leave**

a. Separating employees shall be paid for unused, accrued annual leave earned through the date of separation, up to a maximum of 500.

b. The regular rate of pay for payments of accrued, unused annual leave does not include any temporary pay adjustments, ie. out of class, acting, leadworker, special duty etc. These temporary pay adjustments will be removed prior to calculating the payment for unused annual leave.

c. Deferred Retirement Option Program (DROP). Employees who choose to participate in the Florida Retirement System's Deferred Retirement Option Program (DROP) may elect to be paid for any or all of their unused, accrued annual leave, earned through their date of beginning participation in DROP. At separation, the employee will be paid only for the balance not paid at the beginning of the DROP period. For employees payment of unused, accrued annual leave will be limited to a maximum of 500 hours.