

# ORANGE COUNTY SHERIFF'S OFFICE



## GENERAL ORDER

<b>Effective Date:</b> October 8, 2025	<input checked="" type="checkbox"/> <b>Amends -</b> GO 4.1.0 (August 26, 2025)	<b>Number:</b> 4.1.0
<b>Distribution:</b> All Personnel	<b>Review Month:</b> August	<b>Reviewing Authority:</b> HRD / Employee and Labor Relations
<b>Subject:</b> Approved Leave Types and Procedures		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

### 1. Purpose

The purpose of this policy is to outline the types of leave available to agency employees and define the approval and utilization authority required, while supporting employees' well-being and recognizing their service.

### 2. Policy

The Sheriff shall provide leave options to all eligible employees for specific types of leave, which are not otherwise addressed under existing policies.

### 3. Definitions

- A. Administrative Leave – excused time from work with or without pay, which may be granted to employees by the Sheriff.
- B. Annual Leave (Vacation) – excused accrued time from work with pay. The annual leave rate is determined by employee's service and position.
- C. Compensatory Leave – leave taken from the accrued compensatory time balance.
- D. Compensatory Time - hours earned by non-exempt sworn and non-sworn employees as compensation for time worked beyond scheduled duty hours, in lieu of monetary payment.
- E. Exempt Leave – granted by the Sheriff to exempt employees in consideration for hours worked in addition to the standard work hours.
- F. Field Training Leave and Certified Training Leave – Leave granted for conducting training for agency employees as part of certified agency training programs.
- G. Floating Holiday Leave – Two days granted annually by the Sheriff to all agency members. These days must be used within the same calendar year and do not carry over into the next year.

- H. Holiday Exempt Leave – granted by the Sheriff to exempt employees for agency recognized holidays.
- I. Incentive Leave - granted by the Sheriff which can be used at the discretion of the employee in lieu of vacation or compensatory time.
- J. Vacation Leave – time off taken from employee’s annually accrued vacation leave balance.

#### 4. Procedures

##### A. Annual Leave (Vacation)

1. The maximum limit of annual leave for full-time employees is 680 hours. The accrual rates of annual leave for full-time employees are as follows:

Years of Service	Bi-Weekly Accrual Rate	Annual Hours Earned
Up thru 4 years	3.69 hours	95.94
Year 5 anniversary up to year 10	4.61 hours	119.86
Year 10 anniversary up to year 15	6.15 hours	159.90
Year 15 anniversary until separation	7.69 hours	199.94

2. The accrual rate for the Undersheriff, Bureau Chiefs, Division Majors, Chief Financial Officer (CFO) and General Counsel will be as follows, with a maximum accrual limit of 680 hours.

Years of Service	Bi-Weekly Accrual Rate	Annual Hours Earned
1 – 14 years	6.15 hours	159.90
15 or more years	7.69 hours	199.94

3. Employees shall continue to earn annual leave during any leave of absence with pay, provided they return to active employment. Supervisors should encourage all subordinates to use their annual leave on a yearly basis.
4. Employees must submit a request for annual leave to their supervisor (via e-mail) in sufficient time for the supervisor to appropriately schedule personnel. Leave requests to utilize more than 120 consecutive hours of approved leave, not including leave under FMLA, must be approved by the employee’s Division Commander or designee. Leave requests should be addressed within ten (10) days of submission to the employee’s chain of command and/or in accordance with the applicable Collective Bargaining Agreement.
5. Employees separating from the agency shall receive compensation for any unused annual leave at the rate of pay the employee was earning at the time of separation, not including “acting” pay.
6. An employee who has reached eligibility to enter the Florida Retirement DROP program based on total service and/or age and service may receive a one-time payout of up to 500 hours of annual leave. Compensatory time

can be counted toward this 500 hours if it is earned in the last eleven (11) months prior to payout request. Employees shall continue to receive their normal accrual of annual leave. The funds from the payout of vacation and/or compensatory time are eligible for rollover into the employee's Deferred Compensation account. The one-time payout will be at the rate of pay the employee is earning at the time of payout; not to include "acting" pay.

7. Employees in the Investment Plan are eligible to receive the one-time payout of up to 500 hours of annual leave when they reach regular retirement eligibility based on total service and/or age and service. Compensatory time can be counted toward this 500 hours if it is earned in the last eleven (11) months prior to the payout request. The funds from the payout of vacation and/or compensatory time are eligible for rollover into the employee's Deferred Compensation account. Employees shall continue to receive their normal accrual of annual leave. The one-time payout will be at the rate of pay the employee is earning at the time of payout; not to include "acting" pay.
8. In the event of the death of an employee, payments for unused annual leave will be made to the beneficiary, estate or as provided by law, at the rate of pay the employee was earning at the time of death.

B. Compensatory Leave

1. Compensatory leave is granted to eligible employees only after it is earned. Employees may utilize compensatory leave only after they have received approval from their immediate supervisor. Employees desiring to use earned compensatory leave must request permission in sufficient time for the supervisor to appropriately schedule personnel. Leave requests to utilize more than 120 consecutive hours of compensatory leave, or a combination of annual leave and compensatory leave, must be approved by the employee's Division Commander or designee. Leave request should be addressed within ten (10) days of submission to the employee's chain of command and/or in accordance with the applicable [Collective Bargaining Agreement](#). Compensatory leave is utilized in thirty (30) minute increments.
2. Employees are encouraged not to accrue more than forty (40) hours of compensatory leave. A limit of one hundred sixty (160) hours of compensatory leave is the maximum amount of accrued hours allowed. Maximum limits may be waived by the Sheriff.
3. Supervisors and managers are tasked with the responsibility of carefully monitoring the accrual of compensatory leave. Supervisors and employees shall work together to schedule a mutually agreeable time for the employee to use compensation time close to or over the accrual limit. When an employee has reached the compensation accrual limit, supervisors shall pay overtime in lieu of accruing additional compensation time over and above the cap, or flex the employee for the remainder of the pay period.

4. Employees separating from the agency shall receive payout compensation for any unused compensatory leave at the rate of pay the employee was earning at the time of separation, not to include “acting” pay.
- C. Incentive Leave
1. A limit of one hundred twenty (120) hours of incentive leave is the maximum amount of hours allowed. Employees are responsible for carefully monitoring incentive leave balances.
 

**Note:** Employees who have reached the maximum allowable balance of incentive leave are not eligible to accrue additional incentive leave.
  2. Upon supervisor’s approval, an employee can use up to 80 consecutive hours of incentive leave in any given period.
  3. Employees separating from the agency shall not receive payout compensation for any unused incentive leave.
- D. Field Training and Certified Training Leave
- Employees who provide training to agency personnel within certified training programs will earn one (1) Field Training Leave (FTL) day or one (1) Certified Training Leave (CTL) day for every eighty (80) hours of training completed. Accrual of this leave will be automatically calculated in Lawson when the employee submits for hourly FTO training compensation. When taking an FTL or CTL day, the employee must use the appropriate pay code - [FTL] for sworn or [CTL] for civilian personnel in accordance with GO [4.6.3](#). This leave is not eligible for payout upon separation from the agency.
- E. Floating Holiday Leave
- Agency members shall receive two floating holidays per calendar year, which may be taken at any time. Floating holidays must be used within the same calendar year and will not carry over to the following year. This leave is not eligible for payout upon separation from the agency.
- F. Exempt Personnel Leave
- Exempt personnel will receive a yearly allotment effective January 1st of exempt leave hours based on rank and/or assignment. Leave hours will be documented under “Exempt Leave” and must be taken by December 31st as they will expire and not roll into the next calendar year. This leave is not eligible for payout upon separation from the agency.

Allotted exempt annual leave is as follows:

<b>Rank of Assignment</b>	<b>Leave Hours</b>
Exempt Non-Management	40 hours
Lieutenant and Civilian Equivalent	40 hours
Lieutenant – UPD Watch Commanders	72 hours
Captain and Civilian Equivalent	56 hours
Major, Civilian Equivalent, Chief Deputy and Undersheriff	64 hours

G. Holiday Leave for Exempt Personnel

1. A limit of eight-four (84) hours of holiday exempt leave is the maximum amount of hours allowed. Employees are responsible for carefully monitoring holiday leave balances. Maximum limits may be waived by the Sheriff.  
**Note:** Employees with a maxed-out holiday exempt leave balance will not accrue any additional holiday exempt leave.
2. Holiday exempt leave expires every year on August 31. This provides ample opportunity to utilize any accrued leave.
3. Time Entry Form for Holiday days
  - a. Holiday Taken – put in total shift hours taken off.
  - b. Holiday Worked / Regular Day Off (RDO) –
    1. Put in total hours worked or RDO hours, up to your regular shift schedule.
    2. If called out during your normal holiday taken day, DO NOT put any hours in the holiday taken column, insert your hours in the holiday worked column, up to your regular shift schedule.
    3. If the Holiday Worked/RDO time record shows any hours, the employee must complete the “Comments” section to document the applicable details. (e.g. RDO, callout case number, hours worked, regular scheduled shift)
  - c. Holiday Leave - Use this on time sheet when using hours for taking time off out of the holiday leave bank. Include total hours of your current shift. Similar to when vacation leave is used.

H. Jury duty

Employees subpoenaed as prospective jurors are granted the additional benefit of leave with pay and are excused from their assigned duties.

**NOTE:** Litigation Leave (non-agency related) - An employee's personal involvement in legal proceedings is not to be construed as time worked for the agency.

I. Voting Privileges

Full, part-time, or probationary employees may be granted up to two (2) hours leave with pay by their Section Commander to exercise their voting privileges. Employees are not granted administrative leave to serve at polling places during elections.

J. Bereavement Leave

Division Commanders may authorize full-time, part-time or probationary employees up to forty (40) hours of leave with pay within two (2) weeks following the death or the interment of:

1. Spouse
2. Father, Stepfather, Father-in-law
3. Mother, Stepmother, Mother-in-law

4. Grandparent, Great Grandparent, Step grandparent, Grandparent-in-law
5. Children, Stepchildren, Foster Children
6. Son-in-law, Daughter-in-law
7. Brother, Stepbrother, Brother-in-law
8. Sister, Stepsister, Sister-in-law
9. Grandchild, Step grandchild
10. Any ward of any employee living in the same household
11. Any person presently residing together in the employee's household as if a family.

Bereavement leave is strictly for the purpose of dealing with issues concerning the loss of those persons listed above. Employees are prohibited from working any enforcement related off-duty employment while off work for bereavement leave.

- K. Military Training/Leave will be handled in accordance with GO [4.1.7](#)
- L. Fallen First Responder Leave  
 Division Commanders may authorize full-time, part-time or probationary employees who are the surviving family member(s) of a First Responder who has died in the line of duty up to twenty-four (24) hours of leave annually, with pay, to attend state and/or national memorial ceremonies.
- M. Leave of Absence
1. The Sheriff or designee may grant a leave of absence without pay to employees (full-time or part-time) who meet the following criteria.
    - a. The leave request will be submitted in writing via chain of command to the Sheriff or designee.
    - b. Employees must have been employed for at least two (2) years.
    - c. The employee's last performance appraisal must be "meets standards".
    - d. Seniority, testing requirements, and related issues will be handled in accordance with GO [4.4.5](#).
  2. All issued agency equipment and property will be returned prior to start of leave if the leave extends beyond thirty (30) days.
  3. Employees granted leave of absence may be given preference in hiring for the same position, if available, or a compatible position for which they are qualified.
  4. Educational Leave  
 The Sheriff or designee may grant educational leave, without pay, to employees. Leave taken for this purpose must not normally exceed twelve (12) months. Extensions may be granted by the Sheriff or designee. Employees who are granted educational leave must submit official transcripts or official grade cards at the end of each term to the Human Resources Division. This leave must be submitted via chain of command to the Sheriff or designee.

5. Family medical leave and military leave situations are not applicable to this section. See GO [4.1.6](#).
- N. Leave Request Approval (Over 120 Consecutive Hours)  
Leave requests to utilize more than 120 consecutive hours to include any combination of leave types (e.g., vacation, compensatory, incentive, exempt, etc.) must be approved by the employee's Division Commander or designee. Requests should be addressed within ten (10) days of submission through the employees' chain of command and/or in accordance with the applicable [Collective Bargaining Agreement](#).
1. Leave requests exceeding 120 consecutive hours must be submitted through the employee's chain of command.
  2. The request must clearly specify the dates and types of leave being combined.
- O. Administrative Leave  
No other administrative leave may be allowed, unless authorized by the Sheriff.