

<b>SEMINOLE COUNTY SHERIFF'S OFFICE</b>  <b>GENERAL ORDER</b>		<b>NUMBER:</b>  <b>G - 29</b>
		<b>RESCINDS:</b>
<b>SUBJECT:</b> <b>Employee Leave Provisions</b>		
<b>EFFECTIVE:</b> <b>November 14, 1994</b>		
<b>REVISED:</b> <b>July 23, 2025</b>		

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**I. PURPOSE**

It is the policy of the Sheriff's Office to require all members to report for work punctually as scheduled, and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to the community and will not be tolerated. The purpose of this policy is to set forth established guidelines for attendance and various types of leave provided.

NOTE: It is the responsibility of employees who have assigned vehicles to refer to General Order #8 (Vehicle Management), Section IV, Subsection F, regarding the requirement to surrender an assigned vehicle when using the various types of leave provisions granted under this policy.

**II. ATTENDANCE PROVISIONS:**

A. *Workday and Work Period:*

- 1. A work period shall be determined by the position classification of the employee and is defined in General Order #30, Chapter III.
- 2. An employee's scheduled work times throughout the work period and the workday is determined by the work programs of the division. For example, sworn Deputies assigned to Seminole Neighborhood Policing typically have a workday of 12.25 hours, whereas clerical personnel assigned to Seminole Neighborhood Policing typically have a workday of 8 hours.

3. If an employee begins work before midnight (0000 hours/12:00am) and continues into the next day the entire shift will be deemed to have been worked on the day in which the shift began.
4. Members may not work or schedule to work a combination of regular, overtime, outside employment, and/or extra duty detail hours exceeding sixteen (16) hours in any rolling 24-hour period. Additionally, members must have a rest period of eight (8) consecutive hours during the same 24-hour period. Exceptions may be made in emergency situations, however, a supervisor holding the rank of Lieutenant/Manager or higher must approve any extension beyond the 16 hours.
5. Chiefs are authorized to establish the time and duration of working hours provided the total scheduled work period hours are consistent with the position classification. Each Division shall maintain written records of work schedules to include approved start and stop time, days of week scheduled, and length of meal period.
6. Chiefs and Captains/Directors are authorized to establish position specific requirements that ensure employees can be reached outside of their normally scheduled work hours. Typically, such critical positions will also require the issuance of an agency cell phone. If so, employees can be required to keep their issued cell phone with them and respond to calls within one hour (or less based on position responsibilities) of being contacted. This requirement can be established as part of a job description or on an as needed basis in accordance with *G-19 Incident Command System and Mobilization Plan*.
7. Employees are required to be at their assigned positions for the total hours in their prescribed workday or scheduled shifts; unless absence is authorized in accordance with established policies.
8. Absences shall be properly recorded and reflected on the official payroll and charged to the employee's leave record where applicable.

**B. *Absenteeism/Reporting or Calling In:***

1. It is the employee's responsibility to submit a written leave request to their immediate supervisor and obtain prior approval for all scheduled leave, with or without pay.
2. It is the employee's responsibility to notify their immediate supervisor as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. Such notification should include the reason for the absence and an indication of when the employee can be expected to report for work. Notification may be made electronically (e.g., text message or email); however, if the employee does not receive acknowledgement from their supervisor within one hour of sending the message, the employee must follow up with telephone contact to ensure the message was received.
3. In cases of unforeseen illness or emergencies, employees must notify their immediate supervisor prior to the start of any scheduled work period or prior to leaving their work assignment. Notification may be made electronically (e.g., text message or email); however, if the employee does not receive acknowledgement from their supervisor within one hour of sending the message, the employee must follow up with telephone contact to ensure the message was received.
4. Failure of an employee to report to work or make timely notification to their immediate supervisor to obtain approval of leave, shall be grounds for denial of paid leave and may be cause for disciplinary action up to and including termination.
5. Employees who fail to report to work or fail to call in for three (3) consecutive workdays shall be considered to have voluntarily resigned without notice. No separation benefits will be paid to the employee under these circumstances. The Sheriff shall be notified in this instance by the Chief.

C. *Tardiness:*

1. Employees are expected to report to work at their scheduled time and to return from breaks at their scheduled time.
2. If an employee fails to report for work on time or fails to return from a scheduled break on time, it shall be at a Lieutenant/Manager's discretion to determine what action shall be taken.
3. Excessive tardiness may result in disciplinary action up to and including termination.
4. If tardiness results in failure of the Division to use the employee at a work site, the employee may be sent home by the immediate supervisor for the remainder of the workday with such time charged to the appropriate paid leave or leave without pay, at the discretion of the Chief. The supervisor shall notify the Chief who may initiate a Supervisory Inquiry to determine the extent of the problem and to determine if disciplinary action, up to and including termination, is necessary.

D. *Leave Without Pay ("LWOP"):*

1. Employees may be afforded LWOP after all their paid leave has been exhausted.
2. LWOP is generally afforded in emergency circumstances such as:
  - a. Illness of the employee or an immediate family member which are temporary in nature,
  - b. Death of an immediate family member more than leave granted in accordance with Chapter VI below,
  - c. For members of the military reserve or National Guard who have been activated in accordance with Chapter V below,
  - d. For uncovered portion of approved Domestic Violence Victims Leave in accordance with Chapter XII below,
  - e. For uncovered portions of approved Family and Medical Leave in accordance with Chapter XI below, or
  - f. Other emergency situations as determined by the Director of Human Resources.
3. LWOP requests are made by the employee to the Captain/Director who shall consult with the Director of Human Resources before approval of any LWOP absences occurring for more than 3 consecutive days, to ensure consistent application of the Sheriff's Office leave provisions.
4. Leave without pay shall be reflected on the official payroll records.

**III. ADMINISTRATIVE LEAVE:**

A. *Eligibility for Administrative Leave:*

Full-time employees who are in a position designated as exempt from the overtime provisions of the Fair Labor Standards Act are eligible for administrative leave with pay following their date of hire or movement into a position that has been designated as exempt.

B. *Accrual of Administrative Leave:*

Employees in exempt positions are granted forty (40) hours of administrative leave beginning each fiscal year. Administrative leave is prorated for new employees or if movement from a nonexempt position occurs before the end of the fiscal year.

- C. *Payment of Administrative Leave upon Transfer or Separation:*  
Employees shall not receive any compensation or payment for unused administrative leave when separating from employment or upon transfer to a nonexempt position.
- D. *Restrictions on Administrative Leave:*  
Administrative leave shall not be awarded to an employee during any leave without pay period.
- E. *Forfeiture of Administrative Leave:*  
Employees who do not use their administrative leave during the fiscal year in which it is awarded may not accumulate it for carryover. Unused administrative leave is forfeited at the end of each fiscal year.
- F. *Other Administrative Leave:*  
At the Sheriff's discretion, an employee may be placed on Administrative Leave when it is in the best interest of the Sheriff's Office.
- G. Administrative Leave shall be reflected on the official payroll records.

**IV. PERSONAL TIME-OFF ("PTO") PROGRAM:**

PTO is defined as time-off when a full-time employee may be absent from work and still receive regular wages through use of available accrued balances.

- A. *Eligibility for Accrual of PTO:*
  - 1. Full-time employees are eligible to accrue PTO with pay. Employees will be eligible to use up to forty (40) hours of accrued PTO to cover unscheduled absences during the first six (6) months of employment. Scheduled PTO may be used after completion of six months of continuous acceptable or satisfactory employment.
  - 2. Employees on any leave without pay status or while receiving benefits under the Employee Temporary Disability Bank shall not be eligible to accrue PTO.
- B. *Accrual of PTO:*
  - 1. PTO for employees shall be earned based on length of full-time service in accordance with the following PTO accrual table:

<b>Years of Continuous Full-time Service</b>	<b>PTO Hours Annually</b>
0-5 Years	200
>5-10 years	240
>10-15 years	280
>15-25 years	320
25+ years	360

- 2. New full-time employees will begin to accrue leave with their first pay, prorated for the number of hours worked.
- 3. Employees will be eligible for higher accrual rates beginning with the first payroll following

the employee's anniversary date (with no break in service).

C. *Approval of PTO:*

1. PTO is a benefit afforded to employees to be used as identified in Section D below. The use of PTO is not guaranteed.
  - a. Employees must submit a Leave Request Form to their immediate supervisor for approval before using scheduled PTO. An employee's immediate supervisor will determine an appropriate time frame for approving time off. The supervisor shall make provisions each year for the minimum amount of PTO required to be used by employees at such time that shall least interfere with efficient operations.
  - b. In cases of unforeseen illness or emergencies, employees shall notify their immediate supervisor before starting any scheduled work period or before leaving their work assignment. A physician's statement as proof of illness may be required if unscheduled leave extends beyond three (3) consecutive working days or if the immediate supervisor has reasonable cause to doubt the actual illness of the employee or their immediate family member. Use of unscheduled PTO on false claim of illness, injury, exposure to a contagious disease, or falsification of proof to justify such leave shall be cause for disciplinary action up to and including termination on the first offense.
2. Previous leave usage and the employee's attendance records, or the work programs of the section may be grounds for denial of use of PTO.
3. PTO shall be reflected on the official payroll records.
4. A Lieutenant/Manager's determination regarding the scheduling and approving of PTO shall be final.

D. *Uses of PTO:*

PTO may be granted for the following purposes:

1. Vacation,
2. Absences to transact personal business that cannot be conducted during off duty hours,
3. Holidays other than those officially designated by the Sheriff's Office,
4. Absence from work not covered by another type of leave provision,
5. Absence from work due to illness or injury of an employee,
6. Absences due to illness, injury or death of family members not covered under the Bereavement Leave Policy,
7. Medical or dental consultation or treatment of the employee or an immediate family member,
8. Temporary disability,
9. Family and Medical Leave Act,
10. Uncovered portions of Military Leave, or
11. Uncovered portion of Domestic Violence Victim Leave.

E. *Minimum Use of PTO:*

1. Employees whose PTO balance is four hundred (400) hours or greater at the beginning of the

fiscal year will be required to use a minimum of eighty (80) hours of PTO during the fiscal year.

2. Employees failing to use at least eighty (80) hours as required shall have the shortfall in PTO hours used deducted from their accrued PTO balance. This leave time will be given to the Employees' Temporary Disability Bank.

F. *Payment of PTO Upon Separation from Employment:*

1. Employees may be eligible for payment of their unused PTO upon separation from full-time employment under the following circumstances:
  - a. An employee has been released from probation and has completed one (1) year of continuous satisfactory service following their date of employment, and
  - b. An employee submits a written resignation no less than fourteen (14) calendar days prior to the effective date of separation and actively reports for duty for the fourteen (14) day period, and
  - c. The employee is separated in good standing. Good standing shall include, but is not limited to, returning all agency property, issued equipment, and records. Employees who resign under investigation are generally not considered to be in good standing.
2. Years of continuous full-time service will be used to determine an employee's maximum hours for PTO payout. Payment of unused PTO upon separation will be made to the employee on the pay period following the pay period in which their final wages are paid and is based on the following schedule and criteria:

<b>Years of Continuous Full-time Service</b>	<b>Payout Maximum in Hours</b>
0-1 year	0
>1 year	40
>2 years	80
>3 years	120
>4 years	160
>5-10 years	480
>10-15 years	800
>15-20 years	960
>20-25 years	1,000
>25 years	1,200

- a. If separation is the result of death, a payout of 100% of the employee's accrued PTO balance at the date of death will be made along with other wages due as final compensation.
- b. If separation from employment is a result of retirement through the Florida Retirement System as defined in the General Order #26 (Employee Benefits), Chapter III, B (2), the employee will receive a payout of up to the maximum hours based on years of continuous full-time service to the agency per the schedule.

Or, if the employee participated in the Florida Retirement System DROP program, and received a PTO payout upon commencement of DROP participation (up to a maximum of five-hundred (500) hours allowed pursuant to rules of Florida Retirement System), any remaining balance will be paid upon DROP termination, up to the combined maximum payout hours per the schedule.

- c. If an employee voluntarily separates employment and meets the criteria set forth in F.1., payment shall be based upon the employee's regular rate of pay at the time of separation notice.
- d. PTO balances which exceed the maximum payout provisions will automatically be donated to the Employees' Temporary Disability Bank.

**G. *Restrictions on Use of PTO:***

Paid PTO is subject to the following restrictions:

1. PTO is not earned by employees while on any leave without pay status, suspension without pay status, or while on leave from the Employees' Temporary Disability Bank.
2. Employees may not work extra-duty details or outside employment while claiming unscheduled PTO benefits. Violations of this section may be cause for disciplinary action up to and including termination.

**H. *Employees Who Transfer from Other Seminole County Offices:***

Employees who transfer from other Seminole County Offices, and who have no break in service, shall be eligible to carry over to the Sheriff's Office up to a maximum two hundred (200) hours which shall be credited to their PTO balance. Arrangements for such transfers of leave time shall be made through the Human Resources Division.

**I. *Retirement Leave:***

Retirement leave is defined as an employee's use of PTO immediately preceding their official date of retirement from the Florida Retirement System, in accordance with General Order #26 (Employee Benefits), Chapter III, B (2).

1. Retirement leave may be granted as follows:

FULL-TIME YEARS OF SERVICE WITH THE SEMINOLE COUNTY SHERIFF'S OFFICE	MAXIMUM PTO LEAVE USE
0 – 9	0 Workweeks
10 – 19	3 Workweeks
20 – 24	4 Workweeks
25+ Years	5 Workweeks

2. To be eligible for use of this leave, employees must request authorization through their chain of command at least thirty (30) days prior to the beginning of the requested leave. Retirement leave must be used immediately preceding the employee's retirement date.
3. Years of service must be continuous (no break in service) with the Seminole County Sheriff's Office.
4. Employees must turn in their assigned vehicle and equipment prior to going out on retirement leave. For employees receiving a vehicle allowance, the vehicle allowance will cease on the date the employee begins Retirement Leave.

**V. *EMPLOYEES' TEMPORARY DISABILITY BANK:***

**A. *Purpose:***

The employees' Temporary Disability Bank (TDB) program is a benefit available to all eligible full-time employees as further defined and limited by this policy. The TDB program is designed to assist

employees unable to work due to certain defined circumstances and provides benefits in an effort to assist the employee in a time of need. This TDB program is designed to be integrated with other employer provided and optional employee group benefits such as Accident, Hospital Indemnity, and Critical Illness insurance, as well as Long-term Disability insurance to assist you in protecting your standard of living.

B. *Eligibility Requirement:*

All full-time employees who have completed one (1) year of continuous service and are released from probationary status, based on the most recent employment date as a full-time employee, are eligible.

C. *Catastrophic Medical Condition TDB Benefits:*

1. Qualification for Catastrophic Medical Condition TDB Benefits:

- a. To be granted TDB benefits an employee must be experiencing a catastrophic medical condition. A catastrophic medical condition is defined as an extended, non-occupational, illness or injury lasting more than twelve (12) weeks and because of the illness or injury the employee is unable to perform work (even in a light duty capacity) for a period of more than twelve (12) consecutive weeks.
- b. TDB benefits shall not be confused with FMLA eligibility. A person may be eligible for FMLA but may not meet the criteria for TDB benefits. However, to qualify for TDB benefits, the catastrophic medical condition must meet the requirements of FMLA. Persons meeting the eligibility qualifications for FMLA and TDB benefits shall have said benefits run concurrent with each other and concurrent with PTO. PTO usage shall however be modified by the TDB benefits as applicable.
- c. The employee must be under a certified physician's care for the illness or impairment of health and must obtain and provide a written statement from the treating physician providing documented verification. The physician's certification must include the starting, continuing, and ending dates of the employee's illness or impairment. The fact that an employee presents a physician's certificate does not in and of itself establish eligibility. Benefits may be delayed, discontinued, or denied if the initiation or continuing status of the illness or impairment of health is unable to be appropriately certified. Reconfirmation by the physician will be required every two weeks or as otherwise requested by the Sheriff or his designee.
- d. The Sheriff's Office retains and reserves the right to request additional information from the employee or the employee's physician and/or request the employee to obtain certification from a physician of choice at the Sheriff's Office expense, prior to granting or continuing approval of the TDB benefits. An employee is responsible for ensuring that all requested certification and reconfirmation paperwork is requested and received in a timely manner to ensure eligibility and uninterrupted continuation of benefits under the TDB.
- e. The catastrophic medical condition TDB benefit does not cover illness or impairment to family members (however see minor child provision), surgeries not related to a catastrophic medical condition as defined herein, routine pregnancy (however see maternity and parental leave provision), elective procedures, or cosmetic procedures not related to a qualifying condition.
- f. Eligibility for catastrophic medical condition TDB benefits is limited to one time in a forty-eight (48) month period beginning at the conclusion of the previous catastrophic medical condition TDB benefit use.

2. Catastrophic Medical Condition TDB Benefits Granted:

- a. Approved catastrophic medical condition TDB benefits commence following four (4)



weeks of continuous work leave related to an employee illness or impairment as certified. The benefit provides for payment of 65% of the employee's base compensation for up to a maximum of twenty-two (22) consecutive weeks.

- b. TDB benefits will be granted in the amount of 65% of the employee's base compensation (52 hours a pay period for employee classified under a 40-hour work period and 56 hours a pay period for employees classified under an 86-hour work period, prorated on a daily basis) and will be paid on a bi-weekly basis in conjunction with payroll. Employees receiving TDB benefits can opt to utilize PTO in conjunction with the TDB benefit for up to 100% of their base compensation.
- c. Employees receiving TDB benefits will be eligible to continue participation in all agency benefits offered as a full-time employee (including health, life, etc.) as per the provisions of the plans. Employees receiving TDB benefits will not accrue PTO during the period when TDB benefits are in use.
- d. In no circumstance will the combined benefits from social security and TDB exceed the salary of the employee. The employee is responsible for notifying Human Resources that social security disability has been obtained and for providing applicable income level. Social Security benefit offset will be applied to TDB benefits.
- e. Benefits under the TDB program are based on a qualifying incident of illness or impairment, rather than on a calendar-year or fiscal year basis. A period of benefit begun in one year could extend into the following year. Maximum benefits under the program run twenty-two (22) consecutive weeks, after which time a determination will be made regarding an employee's eligibility for agency provided Long-term Disability benefits. If the employee cannot be certified disabled, employment may be terminated with the option to rehire when the employee's health allows. If it becomes clear that the employee's return to work is imminent, after paid TDB benefits lapse, a leave of absence without pay may be authorized.

D. *Maternity and Parental Leave Provision:*

- 1. The TDB program includes a Maternity and Parental leave benefit.
  - a. The Maternity benefit consists of four (4) weeks of TDB benefits granted to birth mothers immediately following the birth of a child.
  - b. The Parental benefit consists of four (4) weeks TDB benefits granted to the new parents (including adoptive and long-term foster care) immediately following the birth or adoption of a child or taken within the first twelve weeks following the birth or adoption of the child.
  - c. Birth mothers will be granted both Maternity and Parental Leave TDB benefits for a total of eight (8) weeks.
  - d. The Maternity and Parental Leave TDB benefit is limited to one benefit participation per employee.
  - e. Benefits will be granted in the manner described in Section C (2), b and c above.
  - f. Persons meeting the eligibility qualifications for FMLA and Maternity and Parental leave TDB benefits shall have said benefits run concurrent with each other and concurrent with PTO. PTO usage shall however be modified by the TDB benefit as applicable.
  - g. Employees on Maternity or Parental Leave may not work off duty details or outside

employment during the leave time granted.

E. *Minor Child Illness Leave Provision:*

1. The TDB program benefits may be granted to an employee who requires leave to care for their minor child who is experiencing a serious medical condition that meets the requirements of FMLA, and as a result requires the parent's continuous ongoing care or supervision.
  - a. A minor child is defined as a child under the age of eighteen years of age.
  - b. The minor child benefit consists of four (4) consecutive weeks of TDB benefits.
  - c. The child must be under a licensed physician's care for the illness or impairment of health and documented verification must be provided through a written statement from the treating physician. The physician's certification must include the starting, continuing, and ending dates of the child's illness or impairment. The fact that a physician's certificate is presented does not in and of itself establish eligibility. Benefits may be delayed, discontinued, or denied if the initiation or continuing status of the illness or impairment of health is unable to be appropriately certified. Reconfirmation by the physician will be required every two weeks or as otherwise requested by the Sheriff or his designee.
  - d. The minor child illness leave provision is limited to one benefit participation in a forty-eight (48) month period beginning at the conclusion of the previous minor child illness TDB benefit use.
  - e. Benefits will be granted in the manner described in Section C (2), b and c above.
  - f. TDB benefits shall not be confused with FMLA eligibility. A person may be eligible for FMLA but may not meet the criteria for TDB benefits. However, to qualify for the Minor Child TDB benefits the employee must meet the requirements of FMLA. Persons meeting the eligibility qualifications for FMLA and TDB benefits shall have said benefits run concurrent with each other and concurrent with PTO. PTO usage shall however be modified by the TDB benefit as applicable.

F. *Administration of the Policy:*

The Human Resources Director is responsible for establishing procedures to ensure the proper administration of this benefit in accordance with the policy. Documentation will be presented to the Chief of Administrative Services for final determination of all TDB benefit decisions.

**VI. MILITARY LEAVE:**

- A. The Director of the Human Resource Division, or designee, is designated as the Agency's point of contact for personnel regarding military activation. Military Leave shall be reflected on the payroll records of the Fiscal Services Division's Payroll Section.

B. *Eligibility for Military Leave:*

The granting of Military Leave shall be pursuant to the following Florida Statutes and federal law:

Section 115.01	Leave of Absence for Military Service
Section 115.07	Officers and Employees, Reserve and Guard Training
Section 115.09	Public Officials, leave of absence, military activation
Section 115.12	Rights during Leave
Section 115.14	Public Employees, leave of absence, military activation
Section 250.48	Florida National Guard, Leave of Absence
Federal Law	Uniformed Employment and Reemployment Rights Act of 1994 (USERRA)

- C. Pursuant to Federal and Florida law, employees who by reason of membership in the United States Military Reserves or the National Guard, are required to attend periods of “weekend” annual training, volunteer for active-duty assignment, or are involuntarily ordered to active-duty, are granted leave of absence without loss of pay, time, or efficiency rating. Employees must submit a copy of their drill schedule and/or official orders to the Human Resources Division for documentation and their immediate supervisor for scheduling purposes.
1. Human Resources will include all orders in the employee’s personnel file. For Sworn and Certified employees that are on leave for a period of six (6) months or more, Human Resources will also update ATMS due to Training.
- D. Employees that are members of a military reserve component or the Florida National Guard are required to inform the Human Resources Division of such affiliation to ensure benefits are properly afforded to the employee. The employee is required to advise the Human Resources Division of the military unit the employee is assigned to and points of contact for the unit. The employee must also advise the Human Resources Division when changing units to ensure military information is up to date.
- E. *Reserve/National Guard Monthly Drills (Inactive Training) & Annual Active-Duty Training:*
1. Florida Statutes provide that employees be granted paid military leave not to exceed two-hundred forty (240) hours during an annual period for the purpose of compensating employees for time spent on active (annual training) or inactive military duty (monthly drills). For purposes of this policy, “annual period” is defined as the Sheriff’s Office fiscal year, October 1<sup>st</sup> to–September 30<sup>th</sup>, which coincides with the federal fiscal year.
  2. Employees shall not have the paid two-hundred forty (240) hours of Military Leave deducted from any accrued leave balances.
  3. The primary use of the two-hundred forty (240) hour leave allocation is for the employee’s annual training requirement for which the employee is issued military orders, which typically encompasses fourteen to seventeen consecutive days, including weekends. Military leave deductions however will be based upon the normal schedule the employee would have worked during the period that the employee is on military duty.
  4. The Sheriff’s Office will work diligently with an employee to ensure that he/she is able to perform monthly military reserve/national guard drills (IDT-inactive duty training). As most monthly reserve military obligations occur on the weekend, employees typically impacted by military reserve obligations are either those working shifts and/or those subject to recall by the Sheriff’s Office due to their participation in a special unit (HDT, SWAT, etc.). The Sheriff’s Office may accommodate an employees’ reserve drilling schedule utilizing any of the following means:
    - a. Allowing the use of an employee’s Military Leave hours.
    - b. Allowing an employee to switch duty (time trade) with another employee. In utilizing this option, all attempts will be made so as not to incur overtime.
    - c. Adjusting/flexing the employees’ schedule, if possible and agreeable to the employee.
    - d. Allowing the use of PTO time when an employee is scheduled to work on the same days as reserve/national guard duty, including the use of PTO time for travel days authorized on Reserve Orders in conjunction with a drill period. Military Leave time may only be used to the extent that the employee would have been in a paid status with the Sheriff’s Office. For example, if only three hours of a reserve drill period occur during the employees scheduled work period, only three hours of Military Leave time

could be taken however if the drill period is eight hours, but the employee had to take off his/her entire 12.25-hour shift, the employee could utilize 12.25 hours of PTO or Military Leave time.

5. If an employee is scheduled for inactive duty training or annual active-duty training, it is the employee's responsibility to complete their timecard prior to leave.
6. Absences for Military Leave exceeding the two-hundred forty (240) hour maximum will be charged to Military Leave without Pay unless Personal Time Off is requested by the employee. Leaves shall be without loss of time or efficiency rating.
7. Employees are responsible for advising their immediate supervisor and the Human Resources Division of their reserve/national guard schedule as well in advance as possible. Many reserve components publish their annual drill schedule at the beginning of the fiscal year for the entire fiscal year or in quarterly schedules, ensuring that their members are aware of their drilling obligations. Employees will provide dates of upcoming drills at least two months in advance if available, to their immediate supervisor for scheduling purposes and the Human Resources Division for their employee file. Failure by an employee to assist the Sheriff's Office in adequately scheduling for drill weekends by providing notice of upcoming drill periods and/or manipulating reserve time to the detriment of the Sheriff's Office through the use of "make-up" drills and/or or drill stacking, may result in the Sheriff's Office contacting the Commanding Officer of the employee's unit to discuss options available.
8. When in a drilling status (performing drills at the unit's drill location), the employee is not authorized to drive their Sheriff's Office assigned vehicle, is not allowed to perform extra Duty details, and is not allowed to respond to special unit call outs.

F. *Active-Duty Training and Voluntary or Involuntary Activation:*

1. Section 115.09 and Section 250.48, Florida Statutes, provides that the Sheriff's Office shall ensure continuation of an employee's normal base pay (including educational initiatives, assignment pay, or pay supplements) for the first 30 days following the date that appears on official activation orders (recall to active duty). Orders received by the employee under Title 10 USC Chapter 1209 ss. 12301-12322 for active-duty training do not fall under section 115.07, Florida Statutes. Rather, such training orders are to be treated as active military service under sections 115.09 and 115.14, Florida Statutes.
2. Section 115.15, Florida Statutes, also authorizes, at the Sheriff's Office discretion for the supplementing of the employees' military pay to ensure the employee does not suffer economically while in an active-duty status. The Sheriff's Office, in support of employees in the military reserves and Florida National Guard, has elected to supplement the pay of applicable employees recalled to active duty from day thirty-one (31) of their official order until the conclusion of the active-duty tour as set forth in the employees' discharge orders.
3. When the member is activated to active duty, the member is eligible for the thirty (30) day pay benefit. The date the benefit commences shall be the reporting date set forth in the members activation orders. The Sheriff's Office defines "the first thirty (30) days" as two payroll periods plus two workdays. This benefit is applicable to each individual set of activation orders that a member may receive, however extensions of current orders or concurrent orders are not counted as a new activation with a new thirty day pay benefit, for the exception of orders pursuant to section 250.48 by the Florida National Guard.
  - a. Employees volunteering for recall to active duty or involuntarily recalled to active duty must submit a copy of official orders to the Human Resources Division and immediate supervisor in order to establish starting pay dates and to allow time for determining, with the employee, how present deductions and benefits will be handled while the

member is on military duty. The Human Resources Director or designee will conduct an exit interview with the employee in advance of activation to ensure all agency matters are addressed and contact information is established. During the exit interview the employee will be directed on matters such direction on surrender of agency equipment, communication while activated and the process upon return. During deployment the Agency will, to the extent possible, ensure communication of agency news and significant events.

- b. Employees shall report to the Human Resources Division upon discharge from Active Duty either in person or by telephone to ensure compliance with federal requirements, which set forth when a discharged military member must report back to work. A copy of the employee's discharge from active-duty documents (i.e. DD214, Certificate of Completion, letter from military authority, record of separation) must be submitted to the Human Resources Division upon their return from active-duty. Report times are set forth by USERRA and are determined by the official length of time that the member was on active-duty as follows:

*Service up to 30 days:*

By the beginning of the first regularly scheduled workday that falls eight hours after returning home from military service, allowing reasonable time for travel, rest, etc.

*Service of 31-180 days:*

No later than fourteen (14) days after completing military service.

*Service of 181 or more days:*

No later than ninety (90) days after completing military service.

*Service-related injury or illness:*

Reporting deadlines are extended for up to two (2) years for individuals who are hospitalized or convalescing because of a service-related injury or illness.

4. During the term of activation, employees are entitled to preserve all rights and benefits as may be established by the Sheriff's Office. Upon return from military service and request for reinstatement, the employee will be assured of the position formerly held with no reduction in pay. The Human Resources Director or designee will conduct an in-processing interview with the employee to discuss the process for reintegration to assigned duties, address any special needs or requirements, and answer any questions. During the in-processing interview the employee will be directed on matters such as required training and weapons requalification prior to returning to full duty. The Sheriff's Office may require employees to submit to a medical examination to determine fitness to perform the duties of the position to which they may be returning.
5. Accrued leaves with pay, which are not compensable under separation policies, shall be retained by the employee. The accrued unpaid leaves shall be credited to the employee's record if the employee applies and is reinstated.
6. After the thirty (30) days following activation, employees are required to submit a copy of their Military Leave and Earning Statement (LES) to Fiscal Services/Payroll. Using this document, an employee's base biweekly pay will be reduced by the amount received on the earnings statement. Members may access their military LES by going online to [www.dfas.mil](http://www.dfas.mil) and establishing a password and PIN number.
  - a. Should the military earnings be greater than the established base pay, (including special pays and incentive pay but excluding overtime) earned by the member as an employee of the Sheriff's Office, upon the employee's date of activation, no additional pay will be afforded to employees. Military earnings shall include all military

**GENERAL ORDER**

**Employee Leave Provisions**

compensation including but not limited to base pay, housing allowances, subsistence pay, separation allowance and hostile pay. Travel pay and related per diem are not included and are not typically inclusive of a member's LES. In determining pay supplements, the member's base pay may be adjusted upward during the period of activation based upon the award of pay adjustments that the member would have earned had he/she remained a member of the Sheriff's Office. Pay supplements will continue for a period not to exceed fifteen months and shall be subject to review at the discretion of the Sheriff or his designee.

- b. Employees must have Direct Deposit.
- c. Court ordered child support payments will continue to be deducted. However, if sufficient funds are not available to cover the deduction (including the use of PTO), the Sheriff's Office will notify the court of the employee's military status and no deduction will be made.
- d. The Sheriff's Office will continue to cover the employee as active for health insurance purposes if the employee wants to continue with SCSO coverage while out. For those employees with dependent coverage, deductions will continue to be made provided there are sufficient earnings available (after child support payments). Employees may also use PTO hours to cover insurance expenses while they are out. Should sufficient earnings not be available, the employee's legal representative will be contacted for insurance payments to be made by check. Failure to make said payments will result in termination of coverage.
- e. Other optional deductions will continue (at the employee's discretion) provided sufficient funds are available (after child support payments). Should sufficient funds not be available, the employee's legal representative will be contacted for payments to be made. Failure to make said payments will result in termination of coverage.
- f. PTO will not accrue after the first thirty (30) days of an activation.
- g. While on leave for active-duty training or when an employee is voluntarily or involuntarily activated, the immediate supervisor will complete any future timesheets and submit to Fiscal Services.

7. Reinstatement rights shall be in accordance with the Uniformed Employment and Reemployment Rights Act of 1994 (USERRA).

G. The Sheriff's Office follows Federal Law in determining veteran's rights and benefits except for when provisions of state or local laws that may be more generous than those provided under applicable federal law. Refer to the Sheriff's Office Military Leave Handbook for further details and procedures.

## **VII. BEREAVEMENT LEAVE:**

A. Full-time employees may be approved for up to forty (40) hours of paid bereavement leave coincident with the death of an immediate family member.

B. *Use of Bereavement Leave:*

- 1. Bereavement Leave may be used for the death of a member of the employee's immediate family, which includes: (step/grand/in-law) father, (step/grand/in-law) mother, (step/grand/in-law) son, (step/grand/in-law) daughter, (step/in-law) brother, (step/in-law) sister, or spouse.
- 2. Use of Bereavement Leave on false claim of a death in the employee's immediate family or falsification of proof of death or family relationship shall be cause for disciplinary action up to and including termination.

C. *Approval of Bereavement Leave:*

1. Employees must submit a Leave Request Form to their immediate supervisor for approval when requesting Bereavement Leave. If emergency circumstances prohibit an employee from submitting the form to their immediate supervisor, approval may be given verbally to the employee by the supervisor. If the immediate supervisor is not available, the employee will request leave from the next highest level of supervisor in their chain of command.
2. Supervisors may request their employees provide proof of death or proof of family relationship.
3. Approved Bereavement Leave shall not be charged to any other accrued leave.
4. Approved Bereavement Leave may be taken in conjunction with other paid leaves as appropriate and as approved by the immediate supervisor.
5. Bereavement Leave may not be taken during any leave without pay status.
6. Bereavement Leave shall be reflected on Fiscal Services payroll records.

D. *Separation from Employment:*

There is no payment of Bereavement Leave upon separation from employment.

E. *Forfeiture of Bereavement Leave:*

There is no accumulation or carryover of Bereavement Leave from one fiscal year to the next.

**VIII. HOLIDAYS:**

A. Full-time employees receive eleven (11) holidays per year. Holiday observation dates are designated annually by the Sheriff. Holidays include:

1. New Years Day
2. Martin Luther King Day
3. Memorial Day
4. July 4<sup>th</sup>
5. Labor Day
6. Veteran's Day
7. Thanksgiving
8. Day after Thanksgiving
9. Christmas Eve
10. Christmas
11. New Year's Eve

B. In addition, employees are granted one (1) floating holiday each calendar year to celebrate their own birthday. Employees will be allowed to take the holiday on the employee's date of birth, or on any other day during the calendar year with sufficient prior notification to the supervisor.

C. There shall be no accumulation or carryover of holidays.

D. Employees on suspension without pay or on administrative leave are not entitled to extra holiday pay above their base compensation.

- E. To be eligible for holiday pay employees must have worked or been on scheduled PTO both the day of (or shift day), before, and after the holiday. If an employee is ineligible to receive holiday pay, it is the immediate supervisor's responsibility to notify the Payroll section.
- F. Employees on FMLA leave, working light duty, or receiving Temporary Disability Bank benefits or Workers Compensation benefits are not entitled to extra holiday pay above their base compensation.
- G. The designation of holidays may change at any time by the Sheriff because of budgetary constraints.
- H. Holidays occurring while an employee is on scheduled PTO or on Bereavement Leave shall not be charged against their accrued PTO balance or their Bereavement Leave allowance.

**IX. JURY DUTY/WITNESS DUTY LEAVE:**

**NOTE:** This chapter is not intended to cover every aspect of an employee's obligation to the judicial process. With regards to the acceptance of subpoenas, civil litigations, court attendance and appearance or witness fees, employees shall refer to the General Order, Judicial Process.

**A. Eligibility for Jury Duty/Witness Duty Leave:**

- 1. Full-time employees called for jury duty or summoned to appear as a witness on behalf of any town, city, county, state, or the federal government shall be granted leave of absence with pay for the time spent on jury duty or in the court appearance.
- 2. Employees are eligible for Jury Duty/Witness Duty Leave with pay any time following date of original employment provided appropriate documentation is provided.
- 3. Jury Duty/Witness Duty Leave for court attendance shall not be granted when the employee is the defendant or is engaged in personal litigation, unless such personal litigation is the result of actions affecting or regarding the Sheriff, or when the employee is a plaintiff, claimant, or witness against the Sheriff's Office in a matter contrary to Sheriff's Office interests. Employees may however request Personal Time Off to cover absences.

**B. Approval of Jury Duty/Witness Duty Leave:**

- 1. Employees shall submit a copy of the summons or subpoena as a condition of receiving time off with pay. In addition, the employee must submit a Leave Request Form to their immediate supervisor for approval.
- 2. Employees released from jury or witness duty prior to the start or completion of the scheduled workday shall contact their immediate supervisor for direction on reporting to work.
- 3. This provision includes appearances required of employees at hearings, inquiries, or appeals, and/or grievances or informal hearings conducted by the Sheriff.
- 4. Fees received for jury duty, witness fees, or other expenses for services performed while in the line of jury or witness duty while the employee is in a full pay status shall not be retained by the employee and shall be endorsed by the employee and surrendered to the Fiscal Services Division (hereafter referred to as Fiscal Services).
- 5. Eligible employees shall not have Jury Duty/Witness Duty Leave deducted from any accrued leave balances.
- 6. Jury Duty/Witness Duty Leave shall be reflected on the payroll records of Fiscal Services.



**X. *SUSPENSION WITHOUT PAY:***

- A. The Sheriff may place any employee on suspension without pay as deemed appropriate.
- B. Additional pay for holidays, PTO accruals, and pay allowances, will be suspended during the suspension without pay period.
- C. Employees may not work overtime, extra-duty details or outside employment while on suspension.
- D. Employees on suspension without pay will be responsible for the direct payment of dependent group health insurance benefits, court ordered child support payments, and optional coverage.
- E. Sworn/Certified employees shall notify the Professional Development Section within one business day of completing suspension without pay, so that any missed training can be rescheduled.

**XI. *WORKERS' COMPENSATION:***

- A. Employees who are disabled or have a physical condition resulting from an accident or arising out of, and in the course of, performing their official duties, which prevents them from performing their regular duties, shall be considered as a service-connected disability.

**NOTE:** Any condition that is self-inflicted or is caused by another person for reasons personal to the employee and not because of their employment shall not be considered a service-connected disability.

- B. Employees injured on the job or while performing official duties are responsible for immediately notifying their supervisor and completing a Notice of Injury Form within twenty-four (24) hours of the incident.
  - 1. Failure on an employee's part to file this report may result in ineligibility for Workers' Compensation benefits.
  - 2. Failure of the supervisor to immediately notify their respective Chain of Command and submit the appropriate paperwork to Human Resources within twenty-four (24) hours of the date of injury may result in disciplinary action to that supervisor.
  - 3. A Seminole County Sheriff's Office Exposure Incident Form will be used in conjunction with Notice of Injury Form to report incidents such as human or animal bites or needle punctures and will be substituted for a Notice of Injury Form to report incidents where there may have been exposure to communicable diseases but where no direct contact was made.

**NOTE:** If an employee is injured because of an incident involving a suspect or prisoner, the supervisor will attach a copy of the Offense/Arrest Report to the Notice of Injury Form to be forwarded to Human Resources. Supervisors will also forward crash reports for employees involved in traffic crashes that result in the completion of a Notice of Injury Form.

- C. If an injury occurs, it is the supervisor's responsibility to ensure that medical care is provided to the injured employee, if requested.
  - 1. Medical care will be provided by the designated physician during normal business hours unless the injury requires immediate emergency care. Only Human Resources personnel are authorized to make appointments to the designated physician.
  - 2. Emergency care will be provided by the nearest local hospital or by field paramedic personnel. Supervisors must notify Human Resources as soon as practical to advise them of treatment.
  - 3. Outside normal business hours, supervisors may authorize treatment at the closest local hospital

emergency room, by field paramedic personnel, or local "walk in" clinic, whichever is appropriate. It is the supervisor's responsibility to notify Human Resources of the treatment authorization as soon as practical.

4. All medical care, which includes time off from work or continuing medical treatment, must be authorized by Human Resources. Failure to have this care authorized may result in the nonpayment of the unauthorized treatment and deduction of time off taken from the employee's PTO leave balance.
  5. Employees are required to keep Human Resources apprised of their medical treatment and associated follow-up. Employees who fail to keep Human Resources informed of their status and appointments may have their PTO leave deducted.
- D. Employees will receive 100% of their basepay at the date of injury, including educational incentives and assignment pay, for up to twenty-six (26) weeks beginning with the date an employee is absent due to compensable injury. FMLA, when applicable, will run concurrently with workers' compensation.
- E. *Restrictions:*
1. An employee who is off work or on light/restricted duty due to a Workers' Compensation related injury shall not be allowed to work extra-duty details.
  2. An employee who is off work or on light/restricted duty due to a Workers' Compensation related injury may not work other approved outside employment without the express written approval of Human Resources.
  3. An employee assigned a take home vehicle will surrender said vehicle to Fleet Services and will not operate any Sheriff's Office vehicle until medically cleared through workers compensation to return to full duty (without restrictions).
  4. An employee is required to immediately notify their supervisor and Human Resources upon workers compensation release to full duty status or release to restricted duty.
  5. An employee who is off work as a result of a workers' compensation injury and has not been released for light/restricted duty, shall remain at their residence during normal business hours, Monday through Friday, or may go to a physician's office, hospital, or be in route to or from one of these locations, and be available by telephone. Exceptions may only be made by Human Resources in coordination with workers compensation.
  6. Employees who are released for light/restricted duty will be reassigned to Human Resources for the duration of their light duty assignment. Human Resources will coordinate all light duty assignments for employees.
- F. All procedures for the establishment of medical protocols and work restrictions will be in accordance with Chapter 440, Florida Statutes.

## **XII. FAMILY AND MEDICAL LEAVE:**

### **A. Eligibility for Family and Medical Leave:**

1. Employees who have been employed for at least twelve (12) months and have at least 1,250 hours of service during the twelve (12) month period immediately before the start of the leave are eligible to request the use of family and medical leave.
2. Employees may be eligible to use up to twelve (12) weeks in a consecutive twelve (12) month

period (beginning on the first day of requested leave) of paid and/or unpaid leave for the birth or bonding of a child or an adoption, the need to care for a child, spouse, or parent with a serious health condition or a serious health condition which limits the employee's job performance.

3. Employees may be eligible for Military Family Leave pursuant to the provisions of the Family and Medical Leave Act because of any qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active-duty (or has been notified of an impending call or order to active-duty) in the Armed Forces in support of a contingency operation (29.U.S.C. Section 2612(a)(1)(E)). This leave applies to family members of covered active service members. Employees requesting Military Family Leave should contact Human Resources to determine if they meet the Act's provisions.
4. Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.
5. Medical certification is required for employees requesting leave for serious health conditions. Certification must include the date the condition began, probable duration, and appropriate medical facts to support an employee's assertion. **Medical certification must be submitted to Human Resources within seven calendar days of beginning leave, where practical. If the leave is for the employee, medical certification clearing the employee to full duty or listing restrictions for modified duty is required before the employee is allowed to return to work.**
6. A comparable position will be held for the employee for a period of twelve (12) weeks beginning on the date the employee is placed on FMLA. Failure of an employee to return to work after the designated twelve (12) week period may result in termination from employment.
7. All requests for FMLA will be compliant with the published rules of the U.S. Department of Labor (Title 29 Part 825).

B. *Restrictions on Use:*

The following conditions are required:

1. **Employees must provide a minimum of thirty (30) calendar days' written notice** via chain of command and to Human Resources for foreseeable leaves such as births, adoptions, or planned medical treatment.
2. Employees must provide notice as soon as possible and practical for unexpected or unforeseeable leave.
3. A maximum of twenty-six (26) weeks of Military family leave or twelve (12) weeks for family and medical leave in a consecutive twelve (12) month period is allowable. Accrued Personal Time Off balance will be used in lieu of unpaid leave as appropriate. Employees will be required to exhaust all their paid leave balances before being placed on unpaid leave.
4. Upon return from family and medical leave, employees will be returned to the same or an equivalent position provided they are still able to perform the essential functions of the position. No guarantee will be made as to the continuation of the employees' present assignment.
5. Excluding intermittent leave, an employee assigned a take home vehicle will surrender said vehicle to Fleet Services for the duration of the family and medical leave and will not be permitted to operate any Sheriff's Office vehicle until medically cleared to return to full duty (without restrictions).
6. Employer paid group health and life insurance benefits for the employee will only continue at no cost for the twelve (12) week period of unpaid leave.

- C. Sworn/Certified employees shall notify the Professional Development Section within one business day of returning from FMLA leave, so that any missed training can be rescheduled.

### ***XIII. DOMESTIC VIOLENCE VICTIM LEAVE:***

In accordance with Section 741.313, Florida Statutes, an employee or family household member who is a victim of domestic violence is entitled to take up to three (3) workdays per twelve (12) month period. Accrued PTO will be used in lieu of unpaid leave as appropriate. Employees will be required to exhaust all their paid leave balances before being placed on unpaid leave. Use of this leave is limited to:

- A. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- B. Obtaining medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- C. Obtaining services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
- D. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- E. Seeking legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

### ***XIV. LIGHT/RESTRICTED DUTY STATUS:***

- A. Light/restricted duty status is defined as temporary medical restrictions (may be work related or non-work related) that limit or restrict the employee's ability to perform the essential functions of their position.
  - 1. In work related incidents, only the workers compensation physician (or authorized representative) may place an employee on light/restricted duty status.
  - 2. In non-work incidents, a licensed physician must provide medical documentation as part of an employee's request for light/restricted duty status.
- B. In every case, all and exact work restrictions, as well as the expected duration of the restrictions must be clearly stipulated on the Light/Restricted Duty Form. The affected employee is responsible for obtaining the form from Human Resources (or the Intranet) and returning the original, signed form to Human Resources (completed forms may be faxed). Employees on light/restricted duty status will be reassigned to Human Resources for the duration of their light/restricted duty assignment. Human Resources will coordinate all light/restricted duty assignments.
  - 1. Light/restricted duty status is not automatically granted and is not guaranteed. Light/restricted duty status will be determined by the position classification of the employee, availability of work, and the nature of the restrictions.
  - 2. For non-work incidents, light/restricted duty may be authorized for a maximum period of twelve (12) weeks. In limited circumstances, additional time may be authorized at the discretion of the Human Resources Director.
  - 3. For work related incidents, light/restricted duty will be authorized until the employee reaches Maximum Medical Improvement (MMI) or has been in a workers compensation status for twenty-six (26) weeks, whichever is less. In limited circumstances, additional time may be authorized at

the discretion of the Human Resources Director.

4. Depending upon the light/restricted duty assignment, a reduction in work hours may be required.
  5. Employees will refrain from wearing their uniform while assigned to light/restricted duty.
  6. Employees assigned a takehome vehicle shall surrender said vehicle to Fleet Services and will not operate any Sheriff's Office vehicle during their period of light/restricted duty. In limited circumstances, vehicle usage may be approved by the Human Resources Director.
  7. Employees are not authorized to work extra-duty details during their light/restricted duty status.
  8. Employees may not work other approved outside employment while on light/restricted duty without the express written approval of the Human Resources Director.
  9. Employees will not be allowed to work overtime for the duration of their light/restricted duty assignment without the express written approval of the Human Resources Director.
- C. Sworn/Certified employees shall notify the Professional Development Section within one business day of returning to full duty from light/restricted duty so that any missed training can be rescheduled.

#### **XV. WORKPLACE LACTATION POLICY**

- A. *General:*  
Administered pursuant to The Patient Protection and Affordable Care Act of 2010 ("PPACA") amending section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) ("FLSA"), the PPACA requires employers to provide reasonable break time for nursing mothers to express breast milk as needed after the birth of her child for a period of one year from the time of birth.
- B. *Policy:*
1. The Seminole County Sheriff's Office will provide reasonable time in a private, sanitary place, other than a bathroom, for nursing agency members to express milk as frequently needed.
  2. The use of break time for expressing breast milk is completely at the direction of the agency member. No manager will impose a time or frequency for breaks.
- C. *Compensation:*  
Pursuant to the PPACA, "an employer shall not be required to compensate an employee receiving reasonable break time for any work time spent for such purpose".
1. Non-exempt agency members will not be compensated for any additional break time but may choose to utilize their approved break and/or lunch time.
  2. Agency members have the option of using their leave accruals and leave must be taken in quarter hour increments.
  3. Agency members who do not have leave accruals and choose not to use approved break time will fall into a leave without pay status.
- D. *Procedure:*
1. Agency members must meet the criteria set forth under, "The Patient Protection and Affordable Care Act."

2. Agency members will inform their supervisor of the intent to avail themselves of the facilities available for lactation breaks and advise when break times will be taken. This will allow supervisors to arrange for coverage during the member's shift.
3. Designated lactation stations have been setup within the Seminole County Sheriff's Office (Building 100). Agency members must check in and out with the Human Resources in order to use these secure stations.
4. Time and leave for lactation breaks must be documented in order to demonstrate compliance with federal law. Nursing agency employees will record said breaks in the Workplace Lactation Log stored on the agency's intranet and administered by the Human Resources Division.