

# Memorandum



**Date:** January 20, 2005

**To:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** Resolution Amending the Leave Manual Under Chapter VI of the  
Miami-Dade County Personnel Rules

Agenda Item No. 8(I)(1)(A)

## RECOMMENDATION

It is recommended that the Board of County Commissioners (BCC) approve the attached resolution to amend the Leave Manual under Chapter VI of the Miami-Dade County Personnel Rules. This amendment establishes guidelines for supervisory personnel who evaluate multiple leave requests as directed by the BCC at the September 21, 2004 meeting; clarifies that annual leave may be used by employees to attend their children's school activities; explains active military duty paid leave provisions; and authorizes management to treat the time between July 1, 2004, and June 30, 2006, as a leave of absence when former Administrative Office of the Court employees, who had at least six years of employment with the County, are rehired after having been transferred to the State of Florida as a result of the implementation of amendments to Article V of the state constitution. There are also a number of grammatical or editorial revisions made that do not result in policy changes.

## BACKGROUND

The following summarizes the major changes to the Leave Manual:

*General Guidelines* – This new section was written to assist supervisory personnel in evaluating non-emergency leave requests from a number of employees with competing interests to absent themselves from the job sites. The criteria permit supervisors to make more objective decisions.

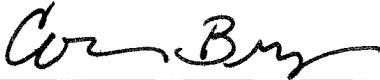
*Sections 00.02.01 and 01.04.02 (d)* – As the result of state constitutional amendments to Article V, 164 former County employees assigned to the Administrative Offices of the Court (AOC) were reassigned and many became state employees effective July 1, 2004. It is recommended that these former employees who were immediately hired by the state, had at least six years of service with the County prior to being hired by the state and, are re-hired by the County within two years of July 1, 2004, have the period of time treated as a leave of absence and not a break in service.

Most of the County's longevity benefits are based on *continuous* years of service with two exceptions: a separation due to layoff with a recall within two years of separation, and the sick leave payout for employees who have a total of 30 years of service irrespective of service breaks. In each instance, the separation period is treated as a leave of absence and the

Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners  
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longevity benefit is calculated as if the employee had no service interruption. The recommended change transmitted herein, would add a third exception for these 164 former AOC employees.

Other proposed changes include stating that annual leave can be used to accompany a child on the first day of school and to attend parent/teacher conferences. The changes also include an amendment to *section 01.04.06 (a)* clarifying the requirement to complete 26 creditable pay periods to accrue longevity annual leave during a particular leave year. Additionally, the changes to *sections 10.04.01* and *10.04.03* clarify that employees who are called to active military duty are entitled to a paid 30-day leave of absence each time they are called to active duty, regardless of the number of times that they are called to active duty during a fiscal year. The deletion of *sections 09.05.03* and *10.05.04* insure that employees remain whole while on military leave.



Assistant County Manager





# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**DATE:** January 20, 2005

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No. 8(I)(1)(A)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(I)(1)(A)

01-20-05

RESOLUTION NO. \_\_\_\_\_

RESOLUTION PROVIDING FOR AN AMENDMENT OF  
THE LEAVE MANUAL AS PART OF THE MIAMI-DADE  
COUNTY PERSONNEL RULES

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that the Leave Manual promulgated pursuant to Chapter VI of the Miami-Dade County Personnel Rules is hereby amended by revising sections as indicated on the attached pages, incorporated herein be reference.

The foregoing resolution was offered by Commissioner who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Dennis C. Moss, Vice-Chairman	
Bruno A. Barreiro	Dr. Barbara Carey-Shuler
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 20th day of January, 2005. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency. JK

By: \_\_\_\_\_  
Deputy Clerk

Lee Kraftchick

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LEAVE MANUAL

		No. 00.01.01
SUBJECT INTRODUCTION AND GENERAL GUIDELINES	LEAVE CODE	DATE REVISED 12/01/2004

This manual outlines the policy and procedures for the various types of leave for Metro Miami-Dade County. Authorization for this manual is through Chapter VI of the Metropolitan Miami-Dade County Personnel Rules.

Except as otherwise provided for in collective bargaining agreements or as stated herein, the provisions of this manual are benefits applied equally to the entire County service.

Matters covered by this manual are subject to change by federal and state legislative and judicial authorities, as well as by negotiated collective bargaining agreements. Statutes, court decisions and collective bargaining agreements will prevail over this manual whenever there is a conflict.

The minimum period to be charged for any type of leave described in this leave manual is one quarter of an hour. Fractional amounts of hours shall be rounded to the nearest quarter hour.

All leave described in this manual must be authorized by an appropriate supervisor pursuant to the following general guidelines.

General Guidelines

Practices regarding employee leave request approvals are predicated primarily on a department's ability to fulfill its operational requirements. Supervisory personnel, responsible for managing operational units are frequently challenged by the necessity to respond to operational demands in addition to evaluating on a timely basis leave requests from multiple personnel with competing needs. Therefore, the following criteria are offered as guidelines to assist supervisory personnel with the decision-making process as it relates to evaluating non-emergency leave requests.

1. Evaluate the operational impact first as the first priority. When doing so, be cognizant of the fact that that eligibility and ability to take time off, as set forth in this manual, are among the benefits of employment used in recruiting and retaining qualified personnel.
2. Include among the evaluation criteria, the time the employee made the leave request. In other words, the supervisor could employ a first come, first served criterion.
3. Unless it violates collective bargaining provisions, consider establishing a voluntary shift exchange program in the work unit. In other words, have employees partner to work for each other when one has the need to use leave.



## LEAVE MANUAL

4. Use seniority to establish a rotating leave priority roster. For example, if three people need to be off at the same time and only one can be released at a time, the supervisor could approve the leave request from the most senior of the three and then move that employee's name to the bottom of the list for future leave requests.



**LEAVE MANUAL**

SUBJECT DEFINITIONS	LEAVE CODE	No. 00.02.00 DATE REVISED 12/01/2004
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00.02.01

Continuous Service

Continuous service means all creditable pay periods of service as a full-time career service employee between the date of hire and the date of separation.

For full-time employees in the military service who are re-employed following such service, continuous service also includes the period of military service as specified in Section 09.06.00 and 10.06.00.

For employee reinstated from a layoff list, continuous service shall include all continuous service prior to the layoff.

Administrative Office of the Court (AOC) employees who had at least six years of employment with the County and became State employees upon implementation of the revisions to Article V, July 1, 2004, and who are re-employed within two years, shall have all previous uninterrupted service with the County count toward the County's longevity benefits.

00.02.02

Creditable Pay Period

A creditable pay period is a pay period during which the employee is in pay status for more than half the number of hours in the employee's regular bi-weekly work schedule. For example, full-time employees assigned to 80-hour pay periods must be in pay status in excess of 40 hours to earn a creditable pay period. Full-time employees assigned to 96-hour pay periods must be in pay status in excess of 48 hours to earn a creditable pay period.

00.02.03

Department Director

Department director as indicated throughout this leave manual means the director of the department or his designee, in accordance with the following procedure:

The department director may request approval of the delegation of his authority in granting leave as set forth in this leave manual to the deputy department director, assistant department directors, division directors or those managers and supervisors of organizational units who report directly to the above. If clarification of these titles is required, the procedure outlined in Administrative Order 7-16, Administration and Delegation of Authority to Discipline, Section III, shall be followed.



## LEAVE MANUAL

To effect this delegation, the department director shall make a written request to the Employee Relations Director with the exact title of those positions which will be authorized to grant leave, and the name of the persons holding those positions. This list shall be kept current by the department; however, the absence of a current name designation shall not void or affect any leave granted by the actual holder of the listed position.

- 00.02.04 Full-time Career Service Employee  
For the purposes of the benefits described in this leave manual, a full-time career service employee is an employee who is regularly scheduled to work 80 or more hours bi-weekly and is in one of the following status codes: AA, AB, AC, AF, AH, AI, AJ, AS, AT, AV, AX or AZ.
- 00.02.05 Job Basis  
Employees in classifications designated as job basis are not eligible for overtime compensation.
- 00.02.06 Leave Anniversary Date  
An employee's leave anniversary date is the day following completion of the twenty-sixth creditable pay period. Although the date is different each year it is always the day following completion of the twenty-sixth (26<sup>th</sup>) creditable pay period.
- 00.02.07 Leave Year  
A leave year is the basic period for maintaining employees' leave records and is comprised of twenty-six creditable (26) pay periods.
- 00.02.08 Non-Job Basis  
Employees in classifications designated as non-job basis are eligible for overtime compensation.
- 00.02.09 Non-Pay Status  
Non-pay status is a period when employees are not receiving payment for time worked or paid leave time.
- 00.02.10 PAR  
The PAR (Payroll and Attendance Record) is the document used for recording employee time worked and leave usage.
- 00.02.11 Pay Period  
Pay period means the County's 14 calendar day payroll period.



## LEAVE MANUAL

00.02.12 Pay Period Number

Pay period number means the number of the creditable pay period for that leave year. The first creditable pay period after the leave anniversary date is always pay period number one.

00.02.13 Pay Status

Employees are in pay status during any period for which they are receiving payment for time worked or paid leave time (annual leave, disability leave, jury duty leave, etc.). Worker's compensation payments alone do not constitute pay status.

00.02.14 Yearly Leave Report

The Yearly Leave Report is given to employees each year and shows beginning balances, leave earnings, leave used, leave converted, and ending balances. The report also gives a detailed listing of leave used on a day-by-day basis.



LEAVE MANUAL

SUBJECT EMPLOYEE STATUS CODES	LEAVE CODE	No. 00.03.00
		DATE REVISED 12/01/2004

00.03.01	AA	Permanent	After a probationary period is <u>successfully</u> served, an employee is placed in this status code. <u>Only</u> full-time classified <u>service</u> employees occupy this status code.
00.03.02	AB	<u>Probationary</u>	This status is utilized when an employee is hired into a full-time classified <u>service</u> position. <u>Probationary</u> periods vary <u>among</u> <u>between</u> classes and may be <u>extended</u> but <u>cannot</u> exceed one year.
00.03.03	AC	Exempt	This status is used for full-time employees <u>exempted from the classified service</u> by Section 2-41 of the Miami-Dade County Code. No probationary period is served.
00.03.04	AD	Temporary	A <u>provisional or short-term</u> position (non-career service). Appointments are not to exceed six (6) months in any one year unless approved by the Employee Relations Department.
00.03.05	AE	Part-time	A <u>non-full-time</u> position in which an employee <u>works fewer than 40 hours per week</u> . Employees usually work various schedules throughout the year.
00.03.06	AF	Trainee	A full-time employee who has not met all the qualifications of the specified job.
00.03.07	AG	Seasonal	A non-career service position for only certain periods of the year (i.e. summer help).
00.03.08	AH	Emergency	A full-time position where unusual conditions exist which require immediate employment. Appointments to this status code <u>should</u> not exceed thirty (30) days unless approved by the Employee Relations Department.



**LEAVE MANUAL**

00.03.09	AI	Extended Probation	<u>Status for full-time employees who were in "AB" status but their supervisors felt they had not successfully completed the probationary period thus they should be extended. An entire probationary period cannot exceed twelve (12) months.</u>
00.03.10	AJ	Substitute	A full-time appointment. Employees assigned this status are replacing a full-time employee who is unable to be on the job.
00.03.11	AQ	<del>Manpower Allowance</del>	<del>SFETC trainees. Summer enrollees, non-full-time and non-career service.</del>
00.03.12	AR	Work Experience Wages	SFETC trainees. Summer enrollees, non-full-time and non-career service.
00.03.13	AS	<del>Work in a Higher Classification</del>	<del>A full-time temporary in nature. This status code is utilized for specific bargaining employees.</del>
00.03.14	AT	<u>Temporary Acting Appointment in the Classified Service</u>	A full-time, <u>temporary appointment of a current, employee to a vacant position that is in recruitment status.</u> Appointments <u>should not exceed six (6) months unless approved by the Employee Relations Department.</u>
00.03.15	AV	<del>Permanent HUD</del>	<del>Full-time positions. Same as "AA". Employees accrue annual and sick leave benefits differently due to a merger with the City of Miami.</del>
00.03.16	AW	Farmworker Trainees	Non-full-time and non-career service. Department of Human Resources enrollees.
00.03.17	AZ	<del>Permanent Library Miami-Beach</del>	<del>Full-time positions. Same as "AA". Employees merged with the County from the City of Miami Beach.</del>



LEAVE MANUAL

SUBJECT ANNUAL LEAVE: ELIGIBILITY		LEAVE CODE A	No. 01.02.00 DATE REVISED 12/01/2004
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01.02.01 Employees with the following status codes are eligible to earn annual leave benefits:

- AA Permanent
- AB Probationary
- AC Exempt
- AE Part-time
- AF Trainee
- AH Emergency
- AI Probation Extended
- AJ Substitute
- AS ~~Work out of Class~~
- AT Temporary Classified
- AZ ~~Library (Miami Beach)~~

01.02.02 Employees with the following status codes are NOT eligible to earn annual leave benefits:

- AD Temporary
- AG Seasonal
- AR Work Experience
- AW Farmworker Trainee



**LEAVE MANUAL**

SUBJECT ANNUAL LEAVE: ACCRUAL RATES		LEAVE CODE A	No. 01.03.00
			DATE REVISED 12/01/2004

01.03.01 General

Annual leave accruals are based on the number of regular hours an employee works in a pay period. No hours in excess of the regularly scheduled workweek are included. Leave benefits accrue only for creditable pay periods. Worker's Compensation payments alone do not constitute or establish a creditable pay period.

01.03.02 Forty (40) Hour Workweek Accruals

Annual leave accrual rates per pay period for full-time employees with a regular work schedule of forty (40) hours per week are as follows:

<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>	<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>
1	3	14	3
2	3	15	3
3	3	16	3
4	3	17	3
5	3	18	3
6	3	19	3
7	3	20	3
8	3	21	3
9	3	22	3
10	3	23	3
11	3	24	3
12	3	25	3
13	4	26	4

Total accrual: 80 hours

\*This refers to the actual number of pay periods the employee is in pay status and does not correspond with specific County pay period numbers.

01.03.03 Forty-eight (48) Hour Workweek Accruals

Annual leave accrual rates per pay period for full-time employees with a regular work schedule of forty-eight (48) hours per week are as follows:



**LEAVE MANUAL**

<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>	<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>
1	4	14	4
2	3	15	3

<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>	<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>
3	4	16	4
4	4	17	4
5	3	18	3
6	4	19	4
7	4	20	4
8	4	21	4
9	3	22	3
10	4	23	4
11	4	24	4
12	3	25	3
13	4	26	4

Total accrual: 96 hours

\*This refers to the actual number of pay periods the employee is in pay status and does not correspond with specific County pay period numbers.

01.03.04

All incumbents in the Attorney or Law Clerk classifications earn 120 hours annual leave per year. Accrual rates are as follows:

<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>	<u>Pay Period Number*</u>	<u>Annual Leave Hours Earned</u>
1	5	14	5
2	4	15	4
3	5	16	5
4	4	17	4
5	5	18	5
6	4	19	4
7	5	20	5
8	4	21	4
9	5	22	5
10	4	23	4
11	5	24	5
12	4	25	4
13	6	26	6

Total accrual: 120 hours

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## LEAVE MANUAL

\*This refers to the actual number of pay periods the employee is in pay status and does not correspond with specific County pay period numbers.

01.03.05 Employees in the occupational code 8810, Bailiff, do not accrue annual leave. However, these employees are eligible to take annual leave when their assigned judges are on vacation.

### 01.03.06 Part-time Accruals

The amount of annual leave earned by a part-time employee may vary from pay period to pay period depending on the number of hours worked in each pay period as indicated on the chart below:

<u>Hours Worked Per Pay Period</u>	<u>Annual Leave Hours Earned</u>
0 – 39.99	0
40 – 59.99	1 – ½
60 – 79.99	2 – ½
80 or more	Same as a full-time employee, depending on the pay period number



**LEAVE MANUAL**

SUBJECT ANNUAL LEAVE: LONGEVITY ANNUAL LEAVE		LEAVE CODE A	No. 01.04.00 DATE REVISED 12/01/2004
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01.04.01 General

To recognize the length of continuous County service, employees are granted additional annual leave on their leave anniversary date. The amount of longevity annual leave earned is based on the number of years of continuous service and the number of hours in the employee's regular work schedule.

01.04.02 Accrual Rates: Forty (40) Hour Workweek

<u>Length of Service</u>	<u>Additional Annual Leave</u>
0 through 5 years	0
6 years	8 hours
7 years	16 hours
8 years	24 hours
9 years	32 hours
10 through 15 years	40 hours
16 years	48 hours
17 years	56 hours
18 years	64 hours
19 years	72 hours
20 years and after	80 hours

01.04.03 Accrual Rates: Forty-eight (48) Hour Workweek

<u>Length of Service</u>	<u>Additional Annual Leave</u>
0 through 5 years	0
6 years	9 ½ hours
7 years	19 hours
8 years	29 hours
9 years	38 ½ hours
10 through 15 years	48 hours
16 years	57 ½ hours
17 years	67 hours
18 years	77 hours
19 years	86 ½ hours
20 years and after	96 hours



## LEAVE MANUAL

- 01.04.04 Part-Time Employees  
Part-time employees are not eligible to earn longevity annual leave.
- 01.04.05 Longevity annual leave for employees with continuous full-time service originating before January 1, 1957, will be calculated from the beginning of the continuous service with proper adjustment for non-pay status periods. Longevity annual leave for such employees will be available to them each year as of the anniversary of the adjusted date on which their continuous service began.
- 01.04.06 Exceptions
- a) Partial leave years  
No longevity annual leave is accrued for incomplete leave years. To complete a leave year employees must complete 26 creditable pay periods.
  - b) Leave of Absence  
Time on leave of absence without pay is not included in length of service toward longevity annual leave, except for time on an approved military leave of absence.
  - c) Layoff  
Employees who are re-employed from a layoff list within two years of the layoff will receive longevity credit for continuous service prior to the layoff, but not for the period of the layoff itself.
  - d) Administrative Office of the Court (AOC)  
Administrative Office of the Court (AOC) employees who had at least six years of employment with the County and became State employees upon implementation of the revisions to Article V, July 1, 2004, and who are re-employed within two years, shall have all previous uninterrupted service with the County count toward the County's longevity benefits.



LEAVE MANUAL

SUBJECT ANNUAL LEAVE: WAITING PERIOD	LEAVE CODE A	No. 01.05.00 DATE REVISED 12/01/2004
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01.05.01 Full-time Employees

Eligible employees begin to earn annual leave with the first creditable pay period. However, annual leave balances will not appear on the PAR or pay check stub and may not be used until the employees have completed thirteen (13) creditable pay periods.

01.05.02 Part-time Employees

Eligible part-time employees earn annual leave only during those pay periods in which they are in pay status for forty (40) hours or more. Annual leave balances will not appear on the PAR or pay check stub and may not be used until the employees have completed thirteen (13) pay periods with a minimum of forty (40) hours each.

01.05.03 Changing from Part-time to Full-time and Full-time to Part-time

Employees changing from part-time to full-time or vice versa are eligible to use annual leave after a total of thirteen (13) pay periods are earned. To earn credit for pay periods while in part-time status, employees must be in pay status for forty (40) hours or more during the pay period. When in full-time status, employees must be in pay status longer than half the number of hours in their regular bi-weekly work schedules.

01.05.04 Exceptions

Job basis employees shall not be subject to awaiting period for annual leave balances to appear on the PAR or pay check stub or to use accrued annual leave.



**LEAVE MANUAL**

SUBJECT ANNUAL LEAVE: AUTHORIZED USE	LEAVE CODE A	No. 01.06.00 DATE REVISED 12/01/2004
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01.06.01 Employees wishing to use available annual leave for the reasons listed below must request advanced approval from their supervisors.

01.06.02 Annual leave may be used for the following reasons:

- a) Vacation.
- b) Absence due to the serious illness of a member of an employee's family.
- c) Absence due to the death of a person other than a member of the employee's immediate family (see Sick Leave: Authorized Use 02.05.00).
- d) Religious holidays, other than those designated as County holidays.
- e) Absence to take care of personal business which cannot be done on the employee's own time.
- f) Absence due to medical reasons when sick leave is not available.
- g) To accompany school age children on the first day of school and make parental visits to schools.

01.06.03 Negative (borrowed) Annual Leave

Job basis employees wishing to use partial days of annual leave may do so for the appropriate reasons upon approval of their supervisors regardless of whether there is sufficient accrued leave available for such absence. In the event there is insufficient leave available:

- a) All appropriate, available leave will first be charged (annual leave, holiday leave, compensatory time).
- b) Any remaining hours for the absence will be "borrowed" against future annual leave accruals. A negative annual leave balance will reflect all *borrowed* annual leave hours.
- c) The employee will be paid for the *borrowed* hours in the same manner as other accrued hours.



## LEAVE MANUAL

SUBJECT ANNUAL LEAVE: AUTHORIZED USE	LEAVE CODE A	No. 01.06.00 DATE REVISED 12/01/2004
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- d) *Borrowed* hours will be paid back each pay period as accruals are earned, including longevity annual leave and sick leave converted to annual leave. When all *borrowed* hours are paid back a positive leave balance will be reflected.
  
- e) The employee cannot be paid for a full day's absence with borrowed hours; only partial days may be covered with *borrowed* leave.

In the event a job basis employee separates from service with a negative annual leave balance, no annual leave will be paid out. *Borrowed* hours will not be subtracted from the final pay check.



LEAVE MANUAL

SUBJECT ANNUAL LEAVE: MAXIMUM ACCUMULATION		LEAVE CODE A	No. 01.07.00 DATE REVISED 12/01/2004
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- 01.07.01     General  
The maximum accumulation of annual leave which can be carried over to the employee's next leave year is 12.5 weeks or 500 hours unless otherwise provided for in a collective bargaining agreement. Any accumulated annual leave in excess of a maximum will be forfeited at the end of the employee's leave year.
  
- 01.07.02     Forty (40) Hour Workweek  
Except as otherwise provided for in a collective bargaining agreement employees assigned to a forty (40) hour workweek may accumulate a maximum of 500 hours of annual leave.
  
- 01.07.03     Forty-eight (48) Hour Workweek  
Except as otherwise provided for in a collective bargaining agreement employees assigned to a forty-eight (48) hour workweek may accumulate a maximum of 500 hours of annual leave.
  
- 01.07.04     Exceptions  
State of Florida employees paid by the County may accumulate a maximum of 240 hours of annual leave.
  
- 01.07.05     Warnings  
Employees whose projected annual leave balances will exceed the maximum will see a warning on each bi-weekly pay check stub beginning with the thirteenth (13<sup>th</sup>) pay period of their leave years. This warning will give the number of hours the employee needs to use prior to the end of the leave year to avoid forfeiting annual leave. Sick leave conversions are included in the calculation in the warning. Departments with employees whose annual leave balances are nearing the maximum should encourage such employees to use the time to reduce their balances.



LEAVE MANUAL

SUBJECT ANNUAL LEAVE: PAYMENTS	LEAVE CODE A	No. 01.08.00 DATE REVISED 12/01/2004
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- 01.08.01     Active Employees  
Employees will not be paid for accumulated annual leave while continuing to work, unless the payment is a vacation advance. Full-time employees are eligible for vacation advances in increments of eighty (80) hours (or the number of hours in the regular bi-weekly work schedule). Unless the department cancels the leave approval previously granted and requires an employee to work, employees must actually use the accrued leave annual, holiday , compensatory time, floating or birthday holiday) in the same number of hours paid in the vacation advance.
  
- 01.08.02     Leaves of Absence  
Employees going on a leave of absence may be paid for their accumulated leave balances, including annual leave, with the last pay check prior to the effective date of the leave of absence. The hourly rate of this payout will be the current hourly rate, excluding night shift differential. The number of hours of accrued leave paid out should in no case be greater than the actual number of hours in the leave of absence.
  
- 01.08.03     Termination  
Employees who have completed 13 creditable pay periods will be paid for unused annual leave at the time of separation. Payment will be based on the employees' hourly rate at the time of separation, except that night shift differential shall not to be used in the calculation. No employee shall receive payment for more than the 12.5 weeks or 500 hours of unused annual leave at termination.
  
- 01.08.04     Payments  
Deferred Retirement Option Program (DROP)  
Employees in the Florida Retirement System (FRS) who are eligible to enroll and elect to participate in DROP, have the option of requesting payment for the balance of their accrued annual leave up to the maximum number of hours permitted in accordance with the provisions of the County's Leave Manual or an applicable collective bargaining agreement. This payment will be reported as compensation under the FRS.



LEAVE MANUAL

SUBJECT MILITARY RESERVE LEAVE: ELIGIBILITY		LEAVE CODE MR	No. 09.02.00 DATE REVISED 12/01/2004
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09.02.01 Employees with the following status codes are eligible for military reserve leave:

- AA Permanent
- AB Probationary
- AC Exempt
- AD Temporary
- AE Part-time
- AF Trainee
- AG Seasonal
- AH Emergency
- AI Probation Extended
- AJ Substitute
- ~~AS Work out of Class~~
- AT Temporary Classified
- ~~AZ Library (Miami Beach)~~

09.02.02 Employees with the following status codes are NOT eligible for military reserve leave:

- AR Work Experience
- AW Farmworker Trainee

09.02.03 Eligible employees must be members of the armed forces reserve or national guard.



LEAVE MANUAL

SUBJECT MILITARY RESERVE LEAVE: BENEFITS PERIOD		LEAVE CODE MR	No. 09.04.00 DATE REVISED 12/01/2004
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- 09.04.01 A maximum of seventeen (17) working days of military reserve leave may be granted in a fiscal year.
  
- 09.04.02 Shifts of twelve (12) hours or less shall be counted as one working day. All other shifts over twelve (12) hours and up to twenty-four (24) hours shall be counted as two working days.
  
- 09.04.03 More than one period of military reserve leave may be granted during a fiscal year as long as the total period of all such leaves does not exceed seventeen (17) working days.
  
- 09.04.04 Exclusions  
  
Weekend drills or training meetings shall NOT be used as part of the seventeen (17) day period of military reserve leave. Employees called to active duty training on weekends should provide official orders to show that they were called to active or inactive duty.



**LEAVE MANUAL**

SUBJECT MILITARY RESERVE LEAVE: BENEFITS AMOUNT	LEAVE CODE MR	No. 09.05.00 DATE REVISED 12/01/2004
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- 09.05.01 The employee will be paid for the number of working days occurring during the period of military reserve leave, according to the employee's regular work schedule.
- 09.05.02 Once the seventeen (17) working days military reserve leave is used, the employee may use any accrued annual leave, compensatory time or holiday leave or may go without pay (for less than one pay period) or may request a military leave of absence. (See Section 08.03.01).
- 09.05.03 Any holidays occurring during this period are forfeited.



LEAVE MANUAL

SUBJECT MILITARY ACTIVE DUTY LEAVE: ELIGIBILITY		LEAVE CODE MA	No. 10.02.00 DATE REVISED 12/01/2004
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10.02.01 Employees with the following status codes are eligible for military active duty leave:

- AA Permanent
- AB Probationary
- AC Exempt
- AE Part-time
- AF Trainee
- AH Emergency
- AI Probation Extended
- AJ Substitute
- ~~AS Work out of Class~~
- AT Temporary Classified
- ~~AZ Library (Miami Beach)~~

10.02.02 Employees with the following status codes are NOT eligible for military active duty leave:

- AD Temporary
- AG Seasonal
- AR Work Experience
- AW Farmworker Trainee

10.02.03 Eligible employees must either:

- a) Be a member of the armed forces reserve or the national guard and be activated or whose active duty is extended during a period when an appropriate public official declares a state of emergency during peacetime; OR
- b) Enter the armed forces during a period of declared war between the United States and a foreign government; OR
- c) Be called to active duty in the armed forces or national guard during wartime; OR
- d) Be ordered to duty out of the country.



LEAVE MANUAL

		No. 10.04.00
SUBJECT MILITARY ACTIVE DUTY LEAVE: BENEFITS PERIOD	LEAVE CODE MA	DATE REVISED 12/01/2004

10.04.01 ~~A maximum of thirty (30) days of Military Active Duty Leave in a fiscal year may be granted in addition to the seventeen (17) days Military Reserve Leave. Employees called to active military duty are entitled to a leave of absence, with full pay for the first thirty (30) days of active military duty.~~

Employees are entitled to thirty (30) days of paid leave each time they are called for activity military duty, even if they are called more than once in a single fiscal year. In order to be eligible for more than one paid thirty (30)-day military active duty leave period in one fiscal year, the employee must have returned to work between deployments.

Employees whose active military leave extends beyond one fiscal year will be granted up to an additional thirty (30) days of paid military active duty leave for each additional year they are on active duty.

10.04.02 The thirty (30) day period begins on the first day of the official orders regardless of whether it is a workday or a day off; extends through to the last day of the official orders or for thirty calendar days, whichever comes first, and includes each calendar day in between.

~~10.04.03 More than one period of Military Active Duty Leave may be granted in a fiscal year as long as the total period of all such leaves does not exceed thirty (30) days.~~



**LEAVE MANUAL**

<b>SUBJECT</b> MILITARY ACTIVE DUTY LEAVE: BENEFITS AMOUNT	<b>LEAVE CODE</b> MA	<b>No.</b> 10.05.00 <b>DATE</b> <b>ISSUED/REVISED</b> 3/8/2002
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- 10.05.01 The employee will be paid for the number of working days occurring in the thirty (30) day period, according to the employee's regular work schedule.
- 10.05.02 Upon expiration of the thirty (30) days Military active duty leave, if the employee does not return to work, the employee will be placed in a military leave of absence status until his return.
- 10.05.03 An employee granted an extended military leave of absence may elect to be paid for any available annual leave, holiday leave or compensatory time on the last pay period before the leave of absence.
- ~~10.05.04 Any Holidays occurring during this period are forfeited.~~
- 10.05.054 The employee may continue any group insurance coverage for up to one year by paying the employee contribution, if any, and the County will continue to pay the County contribution.