

MIAMI-DADE COUNTY

HUMAN RESOURCES DEPARTMENT

EMPLOYMENT STATUS CHANGE

FULL-TIME TO PART-TIME

Date

Employee ID	Last Name	First Name
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The following occurs when an employee changes from full-time to part-time status:

<p>1. Annual leave accruals are reduced. This is dependent on the number of hours you work in the pay period.</p> <table style="width: 100%;"> <tr> <td style="text-align: right;">Hours Worked</td> <td style="text-align: left;">Hours Earned</td> </tr> <tr> <td>0 - 39.00</td> <td>0</td> </tr> <tr> <td>40 - 59.99</td> <td>1.5</td> </tr> <tr> <td>60 - 79.00</td> <td>2.5</td> </tr> <tr> <td>80 or more</td> <td>Same as full time employee</td> </tr> </table> <p>2. Sick leave accruals are reduced. This is dependent on the number of hours you work in the pay period.</p> <table style="width: 100%;"> <tr> <td style="text-align: right;">Hours Worked</td> <td style="text-align: left;">Hours Earned</td> </tr> <tr> <td>0 - 39.00</td> <td>0</td> </tr> <tr> <td>40 - 59.99</td> <td>2</td> </tr> <tr> <td>60 - 79.00</td> <td>3</td> </tr> <tr> <td>80 or more</td> <td>Same as a full time employee</td> </tr> </table> <p>3. No sick leave will be converted to annual leave.</p> <p>4. No longevity annual leave will be accrued.</p> <p>5. No sick leave will be paid at termination.</p> <p>6. No holidays will be paid (all 13).</p> <p>7. No disability leave is paid.</p> <p>8. Leaves of absences are not permitted except for military.</p> <p>9. Funeral leave is not permitted.</p> <p>10. Emergency funeral leave is not permitted.</p>	Hours Worked	Hours Earned	0 - 39.00	0	40 - 59.99	1.5	60 - 79.00	2.5	80 or more	Same as full time employee	Hours Worked	Hours Earned	0 - 39.00	0	40 - 59.99	2	60 - 79.00	3	80 or more	Same as a full time employee	<p>11. Emergency sick leave is not permitted.</p> <p>12. Longevity Bonus Awards will not be paid.</p> <p>13. Loss of seniority for layoff purposes once employee goes part-time. This prior full-time period will be reinstated if the employee returns to full-time status in the same position and classification.</p> <p>14. Reduced Retirement benefits (based upon lower gross salary).</p> <p>15. Reduced social security benefits (based upon lower gross salary).</p> <p>16. No leave can be used to build hours above bi-weekly scheduled hours.</p> <p>17. Reduced Unemployment Compensation benefits (based upon lower gross salary).</p> <p>18. Employees must consistently work 30 or more hours weekly to have insurance coverage.</p> <p>19. Performance evaluations and merit increases are not required during part-time status.</p> <p>20. Loss of full-time civil service rights to the full-time position. Any time during the part-time status period employee may be terminated with no appeal or bumping rights.</p>
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If an employee returns to full-time status in the same classification or a higher level classification, all full-time benefits will be reinstated including prior seniority after one complete pay period. The part-time status period will be treated like a leave of absence and employment status, and lay off purposes. Longevity leave and pay period information will be restored to previous levels.

It will not be necessary for me to reapply to Human Resources for employment if I will be returning to my former classification, position, and employee status code.

I understand the above procedures and how they will affect me when I change from full-time to part-time employment status.

	Signature	Print Name	Date
Employee			
Department Director			