

## LEAVE

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### SUMMARY

The County offers many types of leave as a benefit to its employees. Detailed policies and procedures for all types of leave are outlined in the Leave Manual.

### PROCEDURE

#### Annual Leave

1. Each full-time (40 hour work week) employee earns 2 weeks (80 hours) of Annual Leave or vacation time each year. New employees must wait 13 pay periods (6 months) before being eligible to use any Annual Leave. After the waiting period, Annual Leave balance will appear on the paycheck stub.
2. Annual Leave may be used only with the advance approval of the supervisor. Beside vacations, Annual Leave may be used for religious holidays, personal business, or illness of a member of the employee's family.
3. Annual Leave can be carried from one year to the next; however, it cannot accumulate to more than 500 hours. Any excess over 500 hours will be forfeited at the end of the leave year. If the leave balance exceeds 500 hours during the year, the employee will receive a computer printed warning on the paycheck stub which indicates how many hours of Annual Leave need to be used before the end of the leave year to avoid losing the excess hours.
4. When an employee leaves County employment, the Annual Leave balance, subject to the 500 hour maximum, will be paid in a lump sum.

#### Longevity Annual Leave

1. To reward employees for their length of service, the County grants additional Annual Leave, called Longevity Annual Leave, at the end of the leave year. The amount of Longevity Annual Leave is based on the number of years of continuous service as follows:

<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 over	80 hours

Sick Leave

Each full-time (40 hour work week) employee earns 12 days (96 hours) of Sick Leave each year. As with Annual Leave, there is a 13 pay period waiting period before Sick Leave may be used. After the waiting period, Sick Leave balances will appear on the employee's paycheck stub. Sick Leave may be used for illness, personal medical or dental appointments, or disability due to pregnancy if the employee is unable to perform job duties. A supervisor may require proof of illness. Sick Leave can be carried from one year to the next, and there is no maximum accumulation. A maximum accumulation of 1,000 hours of accrued, unused Sick Leave will be paid out upon termination. When an employee leaves County Service, the Sick Leave balance will be paid out according to the following schedule:

<u>Full-time Continuous County Service Required</u>	<u>Percentage Payout</u>
Less than 10 years	No Payment
10 years but less than 11 years	25% payment
12 years but less than 13 years	30% payment
13 years but less than 14 years	35% payment
14 years but less than 15 years	40% payment
15 years but less than 16 years	45% payment
16 years but less than 17 years	50% payment
17 years but less than 18 years	60% payment
18 years but less than 19 years	65% payment
19 years but less than 20 years	70% payment
20 years but less than 21 years	75% payment
21 years but less than 22 years	77.5% payment
22 years but less than 23 years	80% payment
23 years but less than 24 years	82.5% payment
24 years but less than 25 years	85% payment
25 years but less than 26 years	87.5% payment
26 years but less than 27 years	90% payment
27 years but less than 28 years	92.5% payment
28 years but less than 29 years	95% payment
29 years but less than 30 years	97.5% payment
30 years or more	100% payment

Special risk employees who retire after 20 years of full-time continuous County Service are subject to the following schedule:

21 years but less than 22 years	80% payment
22 years but less than 23 years	85% payment
23 years but less than 24 years	90% payment
24 years but less than 25 years	95% payment
25 years or more	100% payment

All such payments above are based on years on continuous County Service with a maximum pay out of 1,000 hours of accumulated leave.

Exception:

Employees in benefit classes (E1, E2 and E3) are eligible to receive 100% of their accrued Sick Leave at the time of termination after 25 years.

Conversion of Sick Leave to Annual Leave

1. All Sick Leave used during the employee's leave year is subtracted from the first 48 of Sick Leave earned that year, until those 48 hours are used up.
2. After that, any unused portion of the first 48 hours of Sick Leave is converted to Annual Leave at the end of the leave year. This conversion is made for full-time employees only.

Note:

Employees do not earn Sick or Annual Leave for any pay period in which they are in a non-pay status for more than half the regularly scheduled workweek. Information on this procedure is general in nature and non-comprehensive. For complete information regarding policies and procedure for all types of leave, refer to the Miami-Dade Leave Manual.

**CONTACT(S):**

**Department/Division**

Human Resources Department/Labor Management and Compensation Division