
7.01 Hours of Operation

The hours of operation for each Department/Division shall be determined by the County Administrator and Department/ Division management in accordance with the needs of the County. Work schedules may vary according to the needs of the individual organization, subject to the approval of the Division Director.

7.01.1 Alternative Work Arrangements

Flextime/staggered work hours and compressed workweeks allow employees to work around traffic congestion, school and day care schedules, etc., when it is not in conflict with the County's operations. While it is desirable to accommodate the work schedule of employees where possible, the operational needs of the County must come first. Supervisors shall ensure that a sufficient number of employees are at their workstations during normal hours to perform routine work functions and provide services to the public. Because of individual work assignments, supervisors and other employees may be subject to special restrictions being applied to their work schedules and flextime may not be an option. Additional guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual. The Office of Human Resources will develop guidelines for Divisions on the use of alternative work arrangements.

7.01.2 Procedure: Flextime/Staggered Work Hours

- A. All full-time career service employees are subject to working forty hours per week.
- B. In all cases, including flextime/staggered work hour schedules and compressed workweeks, adherence to starting times, lunch periods and end of workday is required.
- C. Each Division Director is expected to institute reliable managerial controls to ensure that employees arrive and leave at their appointed time and are involved in performing their assigned duties.
- D. Flextime/staggered work hours and alternative workweeks may be altered or canceled by supervisors as is deemed necessary to fulfill the responsibilities of the work unit.
- E. Employee abuse of flextime/staggered work hours and compressed workweeks may result in withdrawal of flextime privileges or more severe disciplinary actions.
- F. The use of alternative work schedules:
 - must not adversely affect the services that are provided to other divisions or the public.
 - must not contribute to the need for additional staff.
 - must not cause or contribute to the need for staff to work or be paid additional overtime hours.

7.01.3 Types of Alternative Work Arrangements

Employees may be eligible for an alternative work schedule if approved by the Manager/Director. Managers/Directors may approve some of the following alternative work arrangements:

- A. **Staggered Scheduling:** This option involves developing several fixed, staggered daily attendance schedules for staff in a division. An example of this option would be to establish three schedules for staff: working 7:00am to 4:00pm, 7:30am to 4:30pm or 8:00am to 5:00pm. Each staff member would work one of these shifts and would remain on this shift on a regular basis.
- B. **Compressed Work Week:** This option provides for the employee working fewer than five days per week but working longer hours on the days that are worked. Examples of this would be staff working a (ten) 10-hour day for four days of the week and receiving one day off in the week. An alternative compressed work week example is staff working a nine hour day for four days and receive a half day off one day per week.
- C. **Flexible Lunch Periods:** This option involves providing staff the opportunity, with Manager approval, to establish a shortened or lengthened lunch break with corresponding adjustments to the start and/or the end of the standard workday. The minimum lunch break allowable would be a half-hour and the maximum lunch break allowable would be one hour.
- D. **Other Alternative Work Arrangements:** The Division Director, in consultation with the Human Resources Director, may establish other alternative work arrangements that would benefit the operations of Leon County.

7.01.4 Teleworking

- A. **Definitions for the purposes of this section:**
 - “Short-term” means temporary, for a limited period, or has a foreseeable end date.
 - “Eligible employees” are employees who are able to perform 100% of their essential job functions remotely and whose physical absence from their workspace does not create a hardship and is not unduly burdensome on the County.
- B. **Based on the organizational needs of Leon County, short-term teleworking arrangements may be considered for eligible employees on a case by case basis, with no expectation of ongoing continuance. Teleworking is not an entitlement and it does not change the terms and conditions of employment with Leon County. Approvals for teleworking may be granted to eligible employees for circumstances such as:**

- A declared state of emergency or a local state of emergency (including but not limited to, natural disasters, inclement weather, or pandemic) in order for the County to continue critical functions, operations and services.
 - i. The County reserves the right to require an employee working remotely to return to their work area at any time at its sole discretion. If the employee does not return upon request, this will be deemed a voluntary resignation and will be treated as such.
- An employee who has a short-term medical condition who can perform the essential functions of their job but is unable to physically return to the workplace due to medical restrictions. Medical documentation is required. This is not intended to replace an employee's election or need to use earned sick leave and/or FMLA leave.
 - i. Eligible employees in this category must also meet the following criteria:
 1. Successfully completed their probationary period with the County.
 2. No disciplinary action or documented work performance issues within the six (6) months preceding the request.
- An employee who requests a disability accommodation for themselves pursuant to the American with Disability Act (ADA). The determination as to whether an employee may be granted the accommodation requested shall be made through an interactive process between the employee and Human Resources. Medical documentation is required.
- An eligible employee who qualifies for FMLA and has the physical capability to work. This is not intended to replace an employee's election or need to use FMLA leave.

C. Location of Work.

- Employees must provide the County with the physical address and telephone number of the location at which they will be teleworking.
- The workspace must be safe and free from hazards.
- The workspace must be reasonably free from interruptions and distraction that would affect work performance.
- The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information.

- For employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communications during those times.
- Teleworking employees shall not meet with the public or clients in their home office in any official capacity or connected with the County's business. The County is not responsible for any injuries to family members, visitors and others in the employees' home.
- The County is not responsible for any loss to the employee's property whether caused by physical damage, computer virus attacks or other intrusions via the internet.
- Employees utilizing County-provided equipment while teleworking must protect the equipment from damage.

D. Hours of Work.

Non-Exempt Employees are authorized to engage in teleworking during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Non-Exempt employees may not work outside of those days and hours without prior supervisor approval. Non-Exempt employees are responsible for accurately reporting their time worked each day.

E. Communication.

While teleworking, employees must be reachable by the County during their normal working hours, and any other times designated by the County. If the employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

F. Security and Confidentiality.

While working remotely, employees must take steps to preserve the security and confidentiality of County information. Employees must keep confidential documents and materials in secure locations. Employees must maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. If working on personal devices, employees must have valid up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the OIT immediately.

G. Work Performance.

If an employee's work performance is not acceptable while teleworking, the supervisor may pursue the disciplinary process and/or revoke the employee's authorization to telework.

- If the employee is not teleworking for a documented medical reason the supervisor may require the employee to return to their work area. If the employee does not return on the agreed upon date, this will be deemed a voluntary resignation and will be treated as such.
- If the employee is teleworking due to a documented medical reason and authorization to telework is revoked, the employee must utilize other leave options if they remain unable to return to work.

H. Policies.

This teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees are expected to comply with all County policies, procedures and performance standards.

7.02 Attendance and Leave Records

Finance/Payroll Division shall maintain complete and accurate attendance and leave records. The Department/Division Directors shall be responsible for forwarding all associated documentation of attendance and leave to Finance/Payroll Division. Bi-weekly timesheets are due into the Finance/Payroll Division by 10:00 a.m. on Friday of the end of the bi-weekly pay period. Notification of exceptions requiring early timesheet turn-in will be made when necessary. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

7.03 Attendance Standards

In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, over a period of not less than six (6) months, an average of over eight (8) hours a month is excessive time missed from work for whatever reason (except as noted below), regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave, or Annual Leave, all of which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well-documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

7.04 Notification Requirement

If an absence is unavoidable, employees are required to notify their immediate supervisor of such absence no later than the beginning of their work shift. Excessive absenteeism, tardiness, and failure to notify supervision of an absence are grounds for disciplinary procedures.

Three (3) successive workdays missed without notifying a supervisor shall be considered abandonment of one's position and shall be grounds for automatic termination.

Guidelines for EMS employees are found in the Emergency Medical Services Standard Guidelines Manual.

7.05 Holidays

Holidays shall be designated by the Board of County Commissioners. A Career Service employee normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her rate of pay. When the actual holiday falls on a Career Service employee's scheduled workday, the holiday may be observed on the actual holiday instead of the designated holiday. Should the designated holiday not fall on a normal workday of a full time Career Service employee, the employee shall be paid for an additional eight (8) hours at his or her rate of pay for the holiday.

When work schedules are adjusted by mutual agreement between employee and County Administration, Holiday Pay will be based on a 40-hour workweek. An employee who is not on approved paid leave and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday in proportion to their hours regularly worked during the week.

A Paramedic, Emergency Medical Technician, System Controller, or Supply Technician who works on a designated Holiday will be paid double time for working on the Holiday for all hours worked on the Holiday. If an employee works the actual holiday instead of the observed holiday, then the regular employee will be paid double time for working on the actual holiday and regular time for working the observed holiday. If an employee is not scheduled to work on the actual Holiday, the employee will receive an additional eight (8) hours of EMS Special Leave to use at a later date. Additional guidelines are found in the Emergency Medical Services Standard Operating Guidelines Manual.

7.06 Personal Days

Employees are eligible for twenty-four (24) hours each year. The days off may be scheduled at the employee's convenience, subject to the following provisions:

Upon hire, employees become eligible for twenty-four (24) hours of Personal Days during the remainder of the calendar year. Employees become eligible for new Personal Days each January 1. Part-time employees are entitled to prorated Personal

Days. Temporary (O.P.S.) employees are not eligible for Personal Days. EMS full time employees will be eligible for twenty-four (24) hours of Personal Days every calendar year.

The Personal Day may be scheduled at any time throughout the calendar year, but may not be carried over into the next calendar year. Approval of the Personal Day is required in advance and is subject to work needs and management approval. A request for the Personal Day shall be submitted in advance to the employee's immediate supervisor on the official Leave/Compensation Form for Senior Management Service employees and on the official timesheet for Career Service, Executive Support and EMS employees. While supervisors will attempt to accommodate employee desires in scheduling this Personal Day, the final approval will be reserved for management. Compensation for Personal Days will not be counted as hours worked for overtime calculation purposes. Employees may not exceed twenty-four (24) hours of Personal Days in a calendar year. This includes employees with alternative work schedules. Any remaining leave hours required to complete a payroll will be taken from the employee's available leave balances (annual, compensatory, leave without pay, etc.) and should be noted on the employee's timesheet. Personal Days will be charged on an hour for hour basis and can be used in partial day one hour increments.

Finance/Payroll Division/Human Resources is responsible for maintaining records of Personal Days eligibility and use.

7.07 Leave of Absences – Statutory

In order to assist employees with personal situations that occur in their lives, the Family and Medical Leave Act and the Florida Domestic Violence Act provides for unpaid leave in the event the employee meets certain eligibility requirements as defined by the regulations.

7.07.1 Family and Medical Leave Act:

In accordance with the Family and Medical Leave Act of 1993, eligible County employees are entitled to extended leave without pay under specified conditions. Depending upon the reason, employees may elect to substitute their accrued annual, compensatory, swing, or sick leave for any part of the twelve (12) weeks of leave granted under the Act.

Employees must request coverage through immediate supervisors and the Human Resources Division. Human Resources will interpret provisions of the Act not stated below. In general, the Act provides for the following:

Entitlement

Eligible employees are entitled to a total of twelve (12) workweeks of leave during any 12-month period when leave is taken for one or more of the following circumstances:

- The birth of a son or daughter of an employee and to care for the child;

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- The placement of a son or daughter with an employee for adoption or foster care;
 - To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition;
 - An employee is unable to perform the functions of the position because of the employee's own serious health condition.

Additionally, under FMLA, eligible employees are entitled to:

- Military Caregiver Leave, which helps families of covered servicemembers (current servicemembers and certain veterans) with a serious injury or illness by providing up to 26 workweeks of FMLA job-protected leave in a single 12-month period to certain eligible family members to care for the covered servicemember; and
- Qualifying Exigency Leave, which helps families of military members in the Regular Armed Forces, as well as the National Guard and Reserves, manage their affairs when the military member is going to be or has been deployed to a foreign country by providing up to 12 workweeks of FMLA job-protected leave in the applicable 12-month leave period to certain eligible family members.

Under FMLA, “son or daughter” means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Under FMLA, “parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.

Under FMLA, the term “in loco parentis” refers to the situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child; and that a biological or legal relationship is not necessary.

Under FMLA, the term “spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage and same-sex marriage.

Eligible Employees

To be eligible for coverage, an employee must:

- Be a career service, executive support service, senior or executive management service employee, full or part-time;

- Have been working for the County for least twelve (12) months before the leave request; and
- Have worked at least 1,250 hours during that time.

Notice Requirement

Eligible employees are under a general duty to give thirty (30) days notice of their intent to take leave for foreseeable events, such as the expected birth of a child or planned medical treatments. Thirty days notice is not required in all cases, but the employee must give as much notice as is possible.

Certification

Certification issued by a health care provider must be submitted to the Human Resources Division, which includes a statement of:

- The date the condition began;
- Its probable duration;
- Appropriate medical facts; and
- An assertion that the employee is unable to perform the employee's job function, or that the employee is needed to care for a sick family member for a specified time.

An employee may be required to provide certification of ability to return to work.

Restoration

Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Benefits

Eligible employees retain all accrued benefits while on leave.

Health plan coverage is maintained by the County while an employee is on family and medical leave. Provisions for collection of employee contributions to health plan coverage shall be made on an individual basis.

Periodic Reporting

Employees, in consultation with their supervisor, are required to periodically report on their status and plans to return to work.

7.07.2 Florida Domestic Violence Leave Act

In accordance with Florida Statutes, employees may be granted up to three (3) days of unpaid leave in any twelve (12)-month period if the employee or a family or household member of an employee is the victim of domestic violence. Employees must exhaust the use of annual leave, compensatory leave, or swing days before going into unpaid leave status.

Eligible Employees

To be eligible for leave, an employee must have three (3) months of service with Leon County.

Reasons for Leave

Eligible employees may request leave for the following activities:

1. Seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence;
2. Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
3. Obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center;
4. Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
5. Seeking legal assistance to address issues arising from domestic violence, attending, or preparing for court related proceedings arising from the act of domestic violence.

Notice Requirement

Except in cases of imminent danger to the health and safety of the employee or family member, the employee shall provide advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, law enforcement reports, orders to appear in court, certification from attorney, certification from domestic violence service provider, etc.; that the employee is being subjected to domestic violence. Any request for use of this leave will be kept confidential and is exempt from public disclosure until one (1) year after the leave is taken in accordance with Florida law. Employees in need of leave under this provision shall contact Human Resources for the appropriate leave request form.

7.08 Annual Leave Accrual

Annual leave is provided for the purpose of rest, recreation, time with family, travel, and other forms of renewal by getting away from the job. It also enables employees to take care of other time consuming personal matters, which may arise from time to time. Annual

leave is not intended as a substitute for regular on-time attendance and will not be approved by supervisors to make up for habitual lateness. All regular employees shall be entitled to earn and accrue annual leave. Employees who work less than full-time shall accrue leave in proportion to their hours worked.

Creditable service for annual leave shall begin to accrue immediately upon employment. For employees joining the County, creditable service for accrual rate purposes shall include state, local government or special district service (only eligible service under Florida Retirement System) as long as any break in service prior to County employment does not exceed thirty (30) working days.

Credits for Career Service annual leave shall be allowed on the following basis:

- A. Eight (8) hours per calendar month effective upon employment.
- B. Ten (10) hours per calendar month after completion of five (5) years service.
- C. Twelve (12) hours per calendar month after completion of ten (10) years service.
- D. Thirteen (13) hours per calendar month after completion of fifteen (15) years service.
- E. Fourteen (14) hours per calendar month after completion of twenty (20) years service.
- F. Sixteen (16) hours per calendar month after completion of twenty-five (25) years service.

Credits for Executive Support and EMS employees, who normally work 2,080 hours annually, annual leave shall be allowed on the following basis:

- A. Eight (8) hours per calendar month effective upon employment.
- B. Ten (10) hours per calendar month after completion of five (5) years service.
- C. Twelve (12) hours per calendar month after completion of ten (10) years service.
- D. Fourteen (14) hours per calendar month after completion of fifteen (15) years service.
- E. Sixteen (16) hours per calendar month after completion of twenty (20) years service.

Sr. Management Service credits for annual leave shall be allowed on the following basis:

- A. Ten (10) hours per calendar month effective upon employment.
- B. Twelve (12) hours per calendar month after completion of five (5) years service.
- C. Fourteen (14) hours per calendar month after completion of ten (10) years service.
- D. Fifteen (15) hours per calendar month after completion of fifteen (15) years service.
- E. Sixteen (16) hours per calendar month after completion of twenty (20) years service.

Executive Service credits for annual leave shall be allowed on the following basis:

- A. Twelve (12) hours per calendar month, effective upon employment.
- B. Fourteen (14) hours per calendar month after completion of five (5) years service.
- C. Fifteen (15) hours per calendar month after completion of ten (10) years service.
- D. Sixteen (16) hours per calendar month after completion of fifteen (15) years service.
- E. Seventeen (17) hours per calendar month after completion of twenty (20) years service.

EMS employees (Paramedic, EMT, Supply Technician, and System Controller) who are normally scheduled to work in excess of 2080 hours annually will earn annual leave accrual per calendar month on a prorated basis based on the shift/annual hours worked and the following schedule:

Monthly Accrual:

Years of Service	12 Hour Shift Day/Night	9 Hour Shift 5 Days/Week	12 Hour Shift 4 Days/Week	24 Hour Shift
Upon Employment	8.5	9	10	11
<u>After Completion Of:</u>				
5 Years	10.5	11	12	14
10 Years	12.5	13.5	14	17
15 Years	15	16	17	20
20 Years	17	18	19	22

Annual leave may be accumulated but may not exceed three hundred (300) hours as of January 31 annually for all regular, full time, and part time employees. All annual leave hours in excess of 300 hours will be forfeited as of January 31 of each year. This policy will apply to all employees under the Board of County Commissioners. Carry forward of annual leave in excess of 300 hours as of January 31 is not allowed.

In the event an employee has not been able to work during the months of October, November, and December due to an approved leave of absence covered under the Family and Medical Leave Act (FMLA), Workers Compensation, Military Leave, or Administrative Leave, the County Administrator may approve a carry forward of annual leave hours. All requests for annual leave carry forward will be reviewed by Human Resources to validate that leave could not be taken due to an extended leave of absence and a recommendation will be made to the County Administrator or to the County Attorney for those employees working in the County Attorney’s Office .

Division Managers may determine when annual leave will be granted. Division Managers may also designate certain periods during which, for Leon County business, operational and staffing reasons, annual leave may not be taken. Due to the increased requests during

holiday seasons, employees should manage their annual leave balances throughout the year and not wait until the last quarter of the year to request annual leave. Annual leave could be denied at that time due to staffing and operational needs.

7.09 Request for Annual Leave

A request for annual leave shall be submitted to the employee's immediate supervisor on the official Leave/Compensation Form for Senior Management Service employees and the official timesheet for Career Service and Executive Support Service employees. The official Leave/Compensation Form can be used as an internal document to request leave in advance. Annual leave of four (4) days or more should be requested as soon as possible, but not less than two (2) weeks in advance.

Leave may be taken only after approval of supervisor. Approval or disapproval of request for three (3) days or less will be given within the same day. Requests for four (4) or more annual leave days should be given within two (2) working-days.

When approved leave has been granted and a County emergency occurs requiring the employee to work, costs associated with leave travel plans that are not reimbursable, will be paid by the County. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

7.10 Treatment of Leave for Less Than One Day

Executive Service:

It is not required that a member of the Executive Service complete a leave form for time less than one full day of absence.

Senior Management Service:

Supervisors may adjust work schedules for a Senior Management Service member who is absent less than one full day. The intent of this practice is by exception and not to be considered general practice. The supervisor is responsible for monitoring the practice and documenting any abuse of this privilege. In cases of abuse, the Senior Management Service member will be required to complete a leave form for time less than one full day of absence.

Executive Support Service and Career Service:

Leave sections of the official time sheet must be completed by members of Executive Support Service, Career Service, and EMS for all times of absence from work.

7.11 Duration of Leave

Annual leave shall be limited to twenty-three (23) consecutive calendar days, unless approved in advance by the Division Director.

7.12 Sick Leave Accrual

All regular employees shall be entitled to accrue sick leave. Employees who work less than full time shall accrue sick leave in proportion to their hours worked.

Sick leave is credited at the rate of eight (8) hours per calendar month with no limit to accumulation. Part-time credits are prorated.

EMS employees, who are normally scheduled to work in excess of 2,080 hours annually, will earn sick leave per calendar month on a prorated basis based on the shift/annual hours worked and the following schedule:

Monthly Accrual:

12 Hour Shift Day/Night	9 Hour Shift 5 Days/Week	12 Hour Shift 4 Days/Week	24 Hour Shift
8.5	9	10	11

7.13 Uses of Sick Leave

Illness, debilitating injury, pregnancy, childbirth, adoption, medical or dental appointments, and care for employee's immediate family are valid uses of sick leave. An employee on annual leave is allowed to convert such leave to sick leave when the employee becomes ill or injured and proper documentation is submitted to Human Resources.

When requesting sick leave for immediate family illness, the person who is ill or injured, as well as the general nature of the illness or injury, must be identified.

An employee who is to be absent from work and wishes to request sick leave shall submit an official Leave/Compensation Form in advance, when possible. Otherwise, the employee shall notify his or her supervisor at the usual reporting time, and then upon returning to work, the employee shall immediately submit to the supervisor an official Leave/Compensation Form for Senior Management Service employees or fill out the leave section of the official timesheet for Career Service, Executive Support, or EMS employees. Failure to do so may result in a loss of pay for the absence.

A supervisor may require a medical statement from a physician for use of sick leave when a pattern of abuse is indicated. Human Resources attendance records are monitored by supervisors and the Human Resources Division for compliance with established attendance standards (refer to Attendance Standards in this section).

Use of sick leave under false pretenses, or non-compliance with attendance standards, may be grounds for disciplinary actions up to and including termination.

7.14 When Earned Sick Leave is Exhausted

No sick leave in excess of the leave accumulated to the employee's credit may be granted. In instances where the illness of an employee extends beyond the employee's sick leave credits, resources through the Sick Leave Pool Program are provided. Annual leave may be approved for sick leave use by the Division Director in special cases.

In instances of illness or injury of an employee that is not a member of the Sick Leave Pool and has exhausted all of their leave balances, they may submit a request to the County Administrator through the Human Resources Director for *Contributions of Sick Leave*.

Days lost due to illness that are not credited to sick or annual leave or compensated through the Sick Leave Pool Program, may be charged as leave of absence without pay when approved by the supervisor.

7.15 Method of Leave Accumulation

- A. Upon employment, annual and sick leave shall be credited-at the rate of one quarter (1/4) the appropriate monthly amount for each forty (40) hours of actual work completed during the initial month of employment.
- B. Upon separation, annual leave shall be credited at the rate of one quarter (1/4) the appropriate monthly amount for each forty (40) hours of actual work completed during the final month of employment.

Annual and sick leave shall be credited on the first day of the month following the month the leave was accrued. If an employee has insufficient leave credits to cover a period of absence, he or she shall be placed on leave without pay. In such cases, appropriate payroll adjustments shall be made for the period during which the absence occurred.

No leave shall be granted for less than one half (1/2) hour, nor in increments of less than one quarter (1/4) hour.

7.16 Transfer Credits

Regular employees hired from the state government or a local government (eligible service under Florida Retirement System), may transfer up to thirty (30) days (240 hours) of accumulated sick leave to their sick leave account with the County, if the break in service, prior to County employment, does not exceed thirty (30) working days.

7.17 Credit for Unused Sick Leave

Upon separation from County employment, an employee shall be compensated for one-fourth (1/4) of his/her accumulated unused sick leave. Annually, when an employee has accumulated over 240 hours of sick leave a maximum of twenty-four (24) hours may be transferred from sick leave to annual leave or placed in a Leave bank for consideration at retirement time. An employee may choose to bank portions of the unused sick leave when annual leave does not exceed 240 hours. At retirement, all banked sick time will be paid out in full. Should the employee leave the employment of the County prior to retirement, banked sick leave time is forfeited. Should the employee die while employed with the County the banked sick leave will be paid to the beneficiary.

7.18 Military Leave

Long-term leave is extended to an employee who is drafted or who volunteers for active military service. This leave begins the day of induction and ends ninety (90) days after the date of separation from service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the Armed Services.

When an employee is granted military leave for active military service, another employee may fill the employee's position. Upon separation from the military service, not more than five (5) years from date of induction, the employee shall be eligible to return to the position held. However, the employee may be placed in another class with duties the employee is able to perform.

Application for reinstatement following extended leave must be made within ninety (90) days after completion of military service, and within thirty-one (31) days after completion of initial active duty for training of not less than three (3) months.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall, upon presentation of a copy of the employee's official orders, be granted leave with pay for periods during which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one annual period.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, and is ordered to active duty (not active training) shall upon presentation of a copy of the employee's official orders, be granted military leave. The first thirty (30) calendar days of such leave shall be with pay, and the remainder without pay. Leave payment of this type shall be made upon receipt of evidence from the appropriate military authority that thirty (30) days of active military service has been completed.

7.18.1 Disaster Leave

- A. An employee who is a Certified Disaster Service Volunteer of the American Red Cross may be granted a leave of absence with pay for not more than fifteen (15) working days in any twelve (12)-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the County Administrator. An employee, granted leave under this section, should not be deemed to be an employee of the County for purposes of workers' compensation. Leave under this policy shall be granted only for services related to a disaster occurring within the boundaries of the State of Florida.

- B. An employee who is a Volunteer Firefighter with a Volunteer Fire Department may be granted a leave of absence with pay for not more than fifteen (15) working days in any twelve (12)-month period to participate in specialized disaster relief services. The Volunteer Fire Department must be part of a group that has been activated by the State of Florida. The request to utilize the employee in disaster relief must be requested by the Volunteer Fire Department Chief. Upon approval of the County Administrator, the employee shall be released from duty to participate in the disaster relief. An employee, granted leave under this section, shall not be deemed to be an employee of the County for any purpose, including, but not limited to, workers' compensation laws. Leave under this policy shall be granted only for those services related to a disaster occurring within the boundaries of the State of Florida.

Employees requesting to volunteer to work in disaster relief services must contact Human Resources for the request form and obtain approval from the County Administrator

7.19 Administrative Leave

Administrative Leave is either paid leave or unpaid leave and will not be considered for the purposes of overtime calculation. Approval of Administrative Leave with pay is limited to an amount necessary to bring the employee to full pay (40 hours of work in the workweek or pro-rated for part-time employees). In no case can the approval of Administrative Leave cause the employee to exceed the number of hours s/he is normally scheduled in the workweek. The only exception is for those employees required to work during state of emergency situations, please reference Section 5.13.

Administrative Leave may be authorized for the following reasons:

- A. Court - An employee who is summoned as a member of a jury panel or is subpoenaed as a witness, not involving personal litigation, shall be granted leave with pay. EMS employees who are subpoenaed as a witness for another employer will not receive Administrative Leave and will not be paid by Leon County for the time served in court. Employees shall not be reimbursed by the County for meals,

lodging, or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of administrative leave.

- B. Donating Blood - An employee may be granted up to two (2) hours of leave with pay for the purpose of donating blood.

- C. Death in Immediate Family - An employee shall, upon request, be granted three (3) workdays of leave with pay on the death of a member of the employee's immediate family. Sick leave may also be used for death in the immediate family (refer to Section I for definition of Immediate Family).
Employees must notify the supervisor of the deceased relative's name and relationship to the employee. Proof of the death may be requested by the supervisor.

- D. Natural Disasters - The County Administrator or designee shall have the authority to close County offices due to natural disasters such as hurricanes, tornadoes, or floods. All employees affected shall be granted Administrative Leave with pay for the hours they would have normally been scheduled to work during such state of emergency. Refer to Section 5.13, Emergency Guidelines for Compensation, Work Hours and Work Assignments, for eligibility to receive Administrative Leave. The length of Administrative Leave granted will be determined by the County Administrator. For extended periods of disasters, employees may be required to use their own personal leave.

- E. Leon County Employee Volunteer Services Program, "PROJECT LEAD" (Leon Employees Are Dedicated) - Each full-time employee may be granted up to one (1) hour of Administrative Leave per week, not to exceed five hours per calendar month, to participate in PROJECT LEAD.

Approved volunteer opportunities are listed on the Leon County Volunteer Services website, www.volunteerleon.org, and may include the following school or community volunteer activities; mentoring, tutoring, guest speaking, mediating, and Red Cross Disaster volunteering when participating in an established program serving a school district or community agency and providing any related services that meet human needs under the direction of the program or volunteer coordinator.

The supervisor may approve the aggregated use of up to four (4) hours in any calendar month, provided the department head or the department head's designee deems such usage appropriate for the delivery of services under the previous paragraph. In such cases, no further Administrative Leave shall be granted pursuant to the previous paragraph until one week has elapsed for every additional hour taken in the aggregate. For example, if an employee volunteers for four (4) hours in one day, he/she must wait four (4) weeks before volunteering again.

In granting Administrative Leave for any purpose under this section, the supervisor shall take into consideration the impact of such leave on the employees' work unit.

- F. Election Volunteer - Up to eight (8) hours of administrative leave, with pay, may be granted by the County Administrator (or designee) to non-OPS employees who, on a regularly scheduled County workday, serve as an election day poll worker for the Leon County Supervisor of Elections. Eight (8) hours is the maximum number of Administrative Leave hours that will be awarded to an employee for serving as a poll worker on an election day, regardless of the number of hours an employee is regularly scheduled to work that day. Administrative Leave hours for part-time employees will be prorated. Each request must be submitted in writing to the employee's supervisor who, upon consideration and approval will forward it to the County Administrator, or designee. Advance approval, by both the employee's supervisor and the County Administrator, or designee, is required for leave authorization. The approved request must be attached to the employee's time sheet (or leave/compensation request form) and submitted to payroll for payment.

- G. Arrests/Investigations - In accordance with Section 2.16, an employee who has been arrested, who is the subject of a criminal investigation, or who is participating in an internal County investigation, may temporarily be assigned other duties if deemed advisable, or may be placed on administrative leave, with or without pay, if the employee's absence from the work location is deemed appropriate. The period of the temporary assignment or the Administrative Leave shall not exceed 30 working days for each investigation. Administrative Leave may be granted by department/division directors upon consultation and approval of the Human Resources Director. Each request shall be immediately reported in writing by the Human Resources Director to the County Administrator for final approval.

- H. Other reasons - Administrative Leave may be granted by the Board or by the County Administrator for education and other job related purposes not paid for or provided by the County policy when such leave is deemed of benefit to the operations of the County government.

- I. Years of Service Recognition Program – Administrative Leave may be granted by the County Administrator to recognize permanent full-time employees who have been employed by the County for a specified number of years. A one-time award of Administrative Leave may be granted in the amounts outlined as follows:

Years of Service	Administrative Leave
5 years	4 hours (.5 day) of leave
10 years	8 hours (1 day) of leave
15 years	12 hours (1.5 days) of leave
20 years	16 hours (2 days) of leave
25 years	16 hours (2 days) of leave
30 years	20 hours (2.5 days) of leave
35 years	20 hours (2.5 days) of leave

Leave shall be authorized in writing and documented on the official Leave/Compensation Request Form or on the official time sheet.

Leave credit shall be accrued during such periods of paid leave.

If an employee does not use administrative leave as authorized in this section, the employee shall not accrue or be paid for such unused leave.

7.20 Parental Leave

Purpose:

Paid Parental Leave provides leave with pay for the purpose of caring for and bonding with a newborn or newly-adopted child for 6 weeks following the birth or adoption.

Eligibility:

Regular full time and regular part time employees, regardless of gender, who meet the hours and service eligibility requirements under the FMLA, are eligible for Parental Leave. This provision includes registered domestic partnerships. An employee must have worked for the County for at least 12 months and worked at least 1,250 hours during the 12 month period preceding the leave.

Benefit:

Paid Parental Leave may be up to 6 weeks long and must be utilized continuously within the first twelve weeks following the birth or adoption. Any unused paid Parental Leave shall be forfeited at the end of the allowed period.

If a multiple birth or adoption occurs, the total amount of paid parental leave granted for that event will not be increased.

During the leave period, the employee will be paid for their normal work schedule based on the following:

- For Week 1 and 2: 100% of base hourly rate of pay
- For Week 3 and 4: 75% of base hourly rate of pay
- For Week 5 and 6: 50% of base hourly rate of pay

Parental Leave will not be counted as time worked for purposes of calculating overtime and will not be eligible for any shift differential or premium pay.

Employees must use any accrued Annual, Sick, Personal and Compensatory Leave in order to receive compensation up to 100 percent of base pay during the weeks paid at the rates of 75% and 50%.

If a Holiday occurs during paid parental leave, the employee will receive Holiday Pay instead of paid Parental Leave, but a holiday does not extend the duration of the leave.

Coordination with FMLA:

Paid Parental Leave runs concurrently with leave under the FMLA. The leave will be counted toward the 12 weeks available FMLA leave per a 12 month period. All other requirements and provisions under the FMLA will apply.

After the paid parental leave benefit is exhausted, the balance of FMLA leave will be compensated through employee's accrued sick, vacation, personal and compensatory time if available. Upon exhaustion of accrued sick, vacation, personal and compensatory time, any remaining leave will be unpaid leave.

Employees eligible for paid parental leave will not be able to participate in the Disability Salary Continuation.

Duration/Limitation of Leave

Employees are only eligible for one (1) six week leave period in a rolling 12 month period, regardless of whether more than one birth or adoption occurs within that 12 month time frame.

If both employees work for the County, under FMLA, there is a combined 12 week limit. Additionally, each employee is entitled to a 6 week paid parental leave period. The two 6 week parental leave periods cannot be shared between each spouse; however, spouses are permitted to stagger the start of their continuous six week periods as long as the combined leave does not extend past twelve weeks.

Employee Benefits

Annual leave and sick leave will continue to accrue during the period of paid Parental Leave.

The employee's payroll deductions for all employee benefits will continue during the duration of the leave.

Conditions of Repayment of Paid Parental Leave

If the Director of Human Resources determines that an employee has abused or falsified information or was otherwise not eligible for leave, the employee will be required to repay any leave previously approved and will be subject to disciplinary action including termination.

Any employee who fails to return to work due to a voluntary termination following a paid parental leave (or following the conclusion of FMLA leave) shall reimburse the County in an amount equivalent to the value of the paid parental leave taken directly by check, or through deduction from his or her final pay check if the balance is sufficient to cover the amount owed, or through a combination thereof.

7.20.1 Procedure: Parental Leave

Employees will notify their supervisors with as much advance notice as possible under the circumstances.

Employees must notify Human Resources for the Request of the FMLA packet at least 30 days prior to the anticipated date of the leave if possible.

The FMLA Certification by Health Care Provider for Employee's Serious Health Condition or Family Member's Serious Health Condition Form must be completed and submitted to Human Resources for review and approval.

An employee will be required to furnish applicable documentation for a newly adopted child such as letter from respective adoption agency, attorney handling adoption, Petition of Adoption, Adoption Decree.

7.21 Approved Leave of Absence Without Pay

Division Directors may grant an employee approved leave of absence without pay on a full or part-time basis for a period not to exceed ninety (90) days, or up to one (1) year with approval by the County Administrator, subject to the following conditions:

Leave without pay should be granted only when it is in the interest of the County to do so. Such leave must be justified and not be detrimental to the operations of the department. Funds expended for substitute staff and related operating expenses may not exceed the amount that would be expended if the employee had remained on the job.

- A. Leave without pay may be granted for an employee to attend a college, university, or other accredited educational institution, for the purpose of receiving training and education, subject to the following guidelines:

The education to be received must be directly related to the employee's current job or related to a job function the employee may reasonably be expected to perform and is of apparent benefit to the department.

The employee must have over two (2) years of service with the County and must have met overall performance expectations for the most recent two (2) years of employment (no less than an overall "Expected" performance rating).

Upon completion of such leave, the employee will be expected to return to full-time employment with the County for a minimum length of time equal to the time spent on leave.

- B. Family Leave - Leave without pay may be granted for personal disability of the employee or disability of an employee's spouse, son, daughter, or parent(s) requiring care by the employee. Caring for elderly parents is covered under this policy.
- C. Other compelling reasons.

At the expiration of a leave of up to ninety (90) days without pay, the employee shall be returned to the position temporarily vacated.

Credit toward annual or sick leave shall not be earned during full-time leave without pay. Employees on a partial leave of absence without pay shall be paid for holidays and accrue leave benefits in proportion to their hours regularly worked during the week.

Prior to taking leave without pay in excess of twenty (20) hours a week, the employee shall notify the Department/ Division Director in writing whether or not insurance coverage is desired during the leave period. The employee shall be covered by insurance benefits for thirty (30) days from the commencement of the leave, provided the employee continues to pay any employee portion of insurance costs. After thirty (30) days, the employee pays the full cost of the insurance premiums.

Approved leave without pay shall not constitute a break in service except that creditable service for purposes of determining the employee's annual leave accrual rate shall not be earned during periods of full-time leave without pay in excess of thirty (30) days.

Request for such approved leave shall be made on the official Leave/Compensation Request Form in advance, and to be recorded on the official time sheet for career

service and executive support service employees.

Failure on the part of the employee to report promptly at the expiration of approved leave without pay may be cause for termination.

7.22 Unauthorized Absence

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed an unauthorized absence. Any such absence shall be without pay and may subject the employee to disciplinary action.

7.23 Workers' Compensation Leave

Workers' Compensation Leave is "paid leave" and will not be considered for the purposes of overtime calculation.

An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days without being required to use accrued leave credits. Such pay will be contingent upon written confirmation of inability to work from the attending physician treating the employee. If the employee receives Workers' Compensation benefits for this period of leave with pay, the employee shall reimburse the County the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.

If the employee is unable to resume work at the end of the seven (7)-day calendar period:

The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will supplement the Workers' Compensation payments to the total salary being received prior to the occurrence of the disability. If the employee elects to use accrued leave to supplement worker's compensation benefits, the employee's compensation shall revert to standard Workers' Compensation benefits when accrued leave is exhausted. In no case shall the employee's combined salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or

if the employee elects not to use accrued leave, the employee shall receive normal Workers' Compensation benefits; or if, in the opinion of the Accident Review Board (ARB), the employee's actions were heroic, a recommendation for 100% compensation of wages shall be forwarded to the County Administrator. Upon approval by the County Administrator, the request shall be forwarded to the Board for final approval. "Heroic Action" is defined as follows:

Heroic Action: A Heroic Action is when an employee, without regard for his/her own safety, goes beyond normal job responsibilities in an attempt

to prevent an accident or correct a potential hazard of life threatening proportions for himself/herself or others, and is subsequently injured. The hazard which brought about the heroic action must be real, imminent, and life threatening. Others injured in the accident may be considered heroic if their actions, or lack thereof, did not contribute to or cause the accident.

(Refer to the Leon County Safety Manual for Accident Report forms and procedures.)

7.23.1 Procedure: Reporting an Accident

At the time that an accident occurs, there is an assessment of the severity of injury sustained by the employee by the supervisor.

1. If the injury is life threatening or is of a very serious nature, the supervisor is responsible for getting the employee immediately to a hospital. Should such an accident occur away from the office, the supervisor is responsible for communicating with the office and for filing the Notice of Injury form (See Appendix L) with Human Resources within twenty-four (24) hours after the accident.
2. If the injury requires medical treatment but is not life threatening or of a very serious nature, the supervisor is responsible for getting the employee immediately to a Physician's Care Center Patients First Medical Clinic. Should such an accident occur away from the office, the supervisor is responsible for communicating with the office and for filing the Notice of Injury form with Human Resources within twenty-four (24) hours after the accident.
3. If the injury requires no medical treatment the Notice of Injury form is completed by the employee immediately and the supervisor is responsible for filing the form in Human Resources within twenty-four (24) hours after the accident.

Accidents are investigated by the Risk Management Office with results forwarded back to the Department/Division. Identified unsafe acts by employees may be subject to disciplinary actions.

Refer to the Leon County Safety Manual for Accident Report forms and procedures.

7.23.2 Procedure: Extending Salary During Workers' Compensation Leave

In those cases where the employee has elected to use accrued leave credits, has exhausted all accrued sick leave credits, and is still unable to return to work, the Board may approve a request for an extension of disability leave with pay. In such cases, the Division Director must submit to the County Administrator, along with the request for authority to carry the employee in pay status, a medical report that gives a current diagnosis of the employee's

physical condition and a prognosis regarding his or her recovery and ability to return to work.

The request from the Division Director shall specify the period for which the extension of disability leave with pay is requested and shall state the reasons why the extension is recommended by the department and any other pertinent information so as to why such an action is in the best interests of the County.

7.24 Sick Leave Pool

Twice a year the County will offer open enrollment to the Sick Leave Pool. Notification of open enrollment will be announced via All Employee Email. The requirements for eligibility are as follows:

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| Full-time employees: | [1] | One year of employment with the County. |
| | [2] | At least 64 hours of unused sick leave credit at the time of enrollment. |
| | [3] | Donation of 8 hours of sick leave to the pool. |
| Part-time employees: | [1] | One year of employment with the County. |
| | [2] | At least 32 hours of unused sick leave credit at the time of enrollment. |
| | [3] | Donation of hours to the sick leave pool is prorated according to number of hours worked. |

A participating employee may be granted sick leave from the Pool only after depletion of all personal accrued sick, annual, and compensatory leave credits.

7.24.1 Procedure: Administration of the Sick Leave Pool

1. The Human Resources Director, or assigned designees, will administer and maintain accurate and reliable records relative to all functions of the Pool.
2. A standardized application for use of the Sick Leave Pool shall be utilized by all petitioners who meet the Pool requirements .
3. Upon receipt of a completed application, Human Resources staff shall approve or deny a request for use of the Pool within three (3) to five (5) working days. Leave may be granted retroactive and may be granted incrementally.
4. If all criteria for use of the pool have been met, Human Resources staff will approve the amount of leave recommended by the physician, provided the amount does not exceed 480 hours.

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- (a) The Sick Leave Pool procedure will include approving increments up to 240 hours. Approval for more than 240 hours, not to exceed 480 hours, will require updated physician documentation.
 5. In the event the employee returns to work prior to using all leave granted, any unused leave shall be returned to the Sick Leave Pool.

7.24.2 Procedure: Membership Requirements

1. Participation in the Sick Leave Pool shall, at all times, be voluntary. Full-time employees may participate in the Sick Leave Pool after completion of one year of employment with the County, provided the employee has at least 64 hours of unused sick leave credited to his or her leave account at the time of enrollment. Part-time Career Service employees may participate in the Sick Leave Pool after completion of one year of employment with the County, provided the employee has at least 32 hours of unused sick-leave credited to his or her account at the time of enrollment. .
2. Eligible employees may request membership in the Sick Leave Pool during open enrollment periods, which occur once every six months. The completion of the Sick Leave Pool Application shall serve as the membership request. All Sick Leave Applications shall be submitted to Human Resources.
3. Full-time Career Service employees will contribute 8 hours of sick leave, and Part-time Career Service employees will contribute sick leave in proportion to their hours worked upon enrollment in the Sick Leave Pool. Thereafter, full-time employees will contribute eight (8) additional hours, and part-time employees will contribute in proportion to their hours worked, each time the Pool is depleted to 200 hours or less. All sick leave contributed to the Pool shall be placed into the Sick Leave Pool account. Employees shall be notified in advance, and must approve in writing, each time a contribution of their leave hours will be donated to the Pool.
4. A participating employee shall not be allowed to "donate" to the Sick Leave Pool any unused or unpaid sick leave from their individual sick leave balance at the time of retirement or termination.
5. A participating employee shall be allowed to make a voluntary lump sum contribution, not to exceed 80 hours, during "Emergency Requests for Contributions," as outlined in 7.24.4-10.

7.24.3 Procedure: Maintenance of the Sick Leave Pool

1. When 200 hours have been deposited in the Sick Leave Pool, the Pool will be activated for use by the eligible participating employees.

2. A participating employee may be granted sick leave from the Pool only after depletion of all personal accrued sick, annual, and compensatory leave credits. Sick leave withdrawn from the Pool may be used only for the employee's personal illness, accident, or injury. The following occurrences or situations shall not be considered personal illness, accident, or injury for the purposes of this rule and shall not entitle participating employees to draw from the Sick Leave Pool:

- (a) Cosmetic surgery, unless such cosmetic surgery results in serious complications or was necessitated by an illness, accident, or injury not excluded under this subsection.
- (b) Illness, accident, or injury to a member of the employee's family.
- (c) Normal pregnancy and delivery without serious complication.

In addition, the following occurrences or situations shall be reviewed on a case-by-case basis and may entitle participating employees to draw from the Sick Leave Pool:

- (d) Participating in or voluntary commitment to a psychiatric facility, detoxification center, or similar rehabilitation program.
- (e) Intentionally self-inflicted injuries such as injuries resulting from a suicide attempt.

3. Prior to authorizing the use of sick leave from the Pool, the Committee may/shall require medical certification of the accident, illness, or injury for which the use of sick leave is requested.

4. Hours may be granted in increments up to 240 hours. After the initial 240 hours has been granted, updated documentation from a physician will be required to grant hours up to a maximum of 480 hours. However, not more than 480 hours shall be withdrawn from the Pool per full-time employee, and not more than a proportional amount shall be withdrawn from the Pool per part-time employee within a twelve-month time frame from first award.

5. A participating employee who withdraws sick leave hours from the Pool shall not be required to replace those hours, except as a regular contributing member of the Pool.

6. If participating full-time employee's individual sick leave balances are less than 8 hours at the time the Pool is depleted (a balance of 200 hours constitutes depletion), or if participating part-time employees' individual sick leave balances are less than the proportional amount at the time the Pool is depleted, the member will be dropped from membership and must re-qualify to re-join the Pool.

7. During a personal illness, accident, or injury covered by Workers' Compensation, an eligible employee may elect to use sick leave from the Pool in an amount necessary to receive salary payments that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the illness, accident, or injury. Under no circumstances shall the employee's salary and Workers' Compensation

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- benefits exceed the amount of the employee's regular salary payments.
8. Any sick leave contributed to the Sick Leave Pool by a participating employee shall be forfeited upon the employee's cancellation of membership in the Pool, retirement, or termination from County employment.
 9. Alleged abuse of the Sick Leave Pool shall be investigated by the Employee Relations Manager, and if warranted, the participating employee shall repay all sick leave credits drawn from the Pool and may have his or her membership in the Pool canceled by the Director of Human Resources. In addition, the employee may be subject to disciplinary action.
 10. Emergency Requests for Contributions. In the event that requests for Sick Leave Pool assistance exceeds available hours, an emergency request for contributions will be sent in writing to all members. Emergency contributions may not exceed 80 hours per contributing employee and may not deplete the employee's sick leave balance below 64 hours. Non-members may join the pool during emergency contribution requests providing they meet membership requirements.

7.25 Annual Leave Sell Back Program

Leon County shall provide an Annual Leave Sell Back program unless the County Administrator otherwise recommends, and the Board approves, that an Annual Leave Sell Back program will not be offered for a particular year. Leon County's Annual Leave Sell Back program will be administered in accordance with procedures developed by the County Administrator and maintained by the Division of Human Resources, and in accordance with the following policy provisions. For the purposes of this section, the term "Contract Employees" shall mean persons employed by the Board of County Commissioners on a contractual basis; the term "Regular Employees" shall mean persons who are employed by the Board of County Commissioners on an other than contractual basis; and the term "Employees" shall mean both Regular Employees and Contract Employees.

- A. Regular Employees may voluntarily request and receive compensation for **no less than eight hours and no more than 40 hours** of their accrued annual leave balance and Contract Employees may voluntarily request and receive compensation for **no less than eight hours and no more than 100 hours** of their accrued annual leave balance each year that an Annual Leave Sell Back program is offered, in accordance with the following:
 1. Leon County shall provide an annual election window each year that the Annual Leave Sell Back program is offered. Each year that the Annual Leave Sell Back program is offered, the election window (1) shall not close earlier than September 1, and (2) shall not close later than the time required to process and distribute payment for Sell Back elections, that were timely and properly submitted, by no later than the last payroll in December.

2. Employees requesting to sell back annual leave shall timely and properly submit their Sell Back election during the annual election window. Once the annual election window closes, the employee's Sell Back election is irrevocable and employees cannot increase, reduce or choose to use the annual leave hours the employee elected to sell back in any other way;
 3. Employees shall have an accrued annual leave balance of no less than 120 hours (1) at the time employee's Sell Back election is submitted, and (2) at the time employee's annual leave sell back is processed for payment. If sufficient accrued annual leave is not available, employee's sell back hours will be reduced accordingly, so that each employee's accrued annual leave balance will not be less than the requisite 120 hours (1) at the time the employee's Sell Back election is submitted, and (2) at the time the employee's annual leave sell back is processed for payment;
 4. Employees shall have accrued no less than 40 hours of annual leave (1) between November of the prior year and the calendar year in which the Sell Back election is submitted, and (2) prior to employee's submission of employee's Sell Back election;
 5. Employees shall have used no less than 40 hours of annual leave (1) between November of the prior year and the calendar year in which the Sell Back election is submitted, and (2) prior to employee's submission of employee's Sell Back election; and
 6. Employee's Sell Back elections shall be for whole hour increments of accrued annual leave time. Sell back payments shall not be made for partial hours of accrued annual leave time.
 7. Employees are precluded from transferring unused sick leave to annual leave, in accordance with Section 7.17 Credit for Unused Sick Leave, and also participating in the Annual Leave Sell Back Program during the same calendar year.
- B. Employees shall be paid for the annual leave they sell back to Leon County at the employee's rate of pay at the time the sell back payment is processed, on an hour-for-hour basis.
- C. Employee's accrued annual leave balance shall be reduced by the number of hours the employee sells back to Leon County, on an hour-for-hour basis.
- D. Employees shall receive compensation for employee's annual leave sell back hours prior to the last payroll in December each calendar year that the Annual Leave Sell Back program is offered, to the extent such Sell Back elections are timely and properly submitted and received.

- E. Employee's Sell Back elections that are not timely and properly submitted and received may be denied and not processed for payment.
- F. The County Administrator has authority to grant eligibility to an employee, on a case by case basis, who, due to unforeseen workload issues, would not meet the program's eligibility requirements. A request for consideration must be in writing and submitted to Human Resources prior to December 1st of the enrollment year.