



PROGRAM GUIDELINES

| | |
|--|--|
| SUBJECT: <i>24-Hour Annual Leave Payout</i> | |
| STATUTORY/RULE REFERENCE: <i>Section 110.219(7) F.S.</i> | EFFECTIVE DATE: <i>October 4, 2006</i> |
| FORMS: <i>Request for Annual Leave Payout for Career Service Employees</i> | ADDITIONAL REFERENCE MATERIAL: <i>Optional Program Flyer</i> |

I. SCOPE AND PURPOSE.

This document provides the general guidelines and procedures for the 24-Hour Annual Leave Payout for eligible Career Service employees, provided for in Section 110.219(7), Florida Statutes.

110.219(7) Each December, a permanent career service employee shall be entitled, subject to available funds, to a payout of up to 24 hours of unused annual leave as follows:

- (a) A permanent career service employee must have an annual leave balance of no less than 24 hours, after the payout, in order to qualify for this benefit.
- (b) No permanent career service employee shall receive a payout of greater than 240 hours over the course of the employee's career with the state, including any leave received at the time of separation.

II. DEFINITIONS.

For the purposes of this provision, 'permanent career service employee' is defined as an employee who has completed at least 12 months of continuous service.

III. GUIDING PRINCIPLES.

1. Payments for up to 24 hours of unused annual leave to Career Service employees under Section 110.219(7), Florida Statutes, are subject to the availability of funds, as determined by the agency.
2. To be eligible to receive payments, the Career Service employee must:
 - a. have completed at least 12 months of continuous service on or before December 1, of each year; and
 - b. must have a remaining balance of at least 24 hours of annual leave, after the payout.

Program Guidelines

3. The annual leave payment of up to 24 hours received each December is counted towards the employee's 240-hour lifetime cap, as described in Section 110.219(7)(b), Florida Statutes. Therefore, if an employee receives the 24-hour leave payment for ten years, no further leave payment would be made at termination.
4. Career Service Deferred Retirement Option Program (DROP) participants who have not received their maximum annual leave payout are eligible to participate in this program.
5. Payouts will be made each year during the month of December and the payment is considered taxable income. The first supplemental payroll warrant date in December will determine the actual payout dates for monthly and bi-weekly agencies.

V. PROCEDURE.

1. The employee's timesheets up to the most current pay period must be submitted and approved.
2. The employee completes the form, Request for Annual Leave Payout for Career Service Employees, and submits it to the agency personnel office. The request for payout hours must be made in whole numbers.
3. Agency personnel offices shall audit the employee's request and verify employee's eligibility in accordance with the requirements listed above.
4. To process all valid requests, the Personnel Office should complete the mass load spreadsheet, per the instructions provided by the People First Team.

Request For 24-Hour Annual Leave Payout For Career Service Employees

Agency Name: _____

Employee Name: _____

Employee ID Number: _____

I am requesting to be paid for _____ hours of annual leave (maximum 24 hours – please use whole numbers). I understand that after this payout, I must still have a balance of at least twenty-four hours of annual leave and this payout will be counted towards my 240-hour lifetime maximum.

Please check each of the following categories to confirm eligibility for this payment:

_____ I certify that I have been continuously employed by the State of Florida for at least twelve months or will have twelve months of continuous service on or before December 1.

_____ I certify that I will have an annual leave balance of at least 24 hours after payout of the above requested hours.

_____ I certify that I have not been paid the lifetime maximum of 240-hours and this request will not exceed the allowable 240-hours.

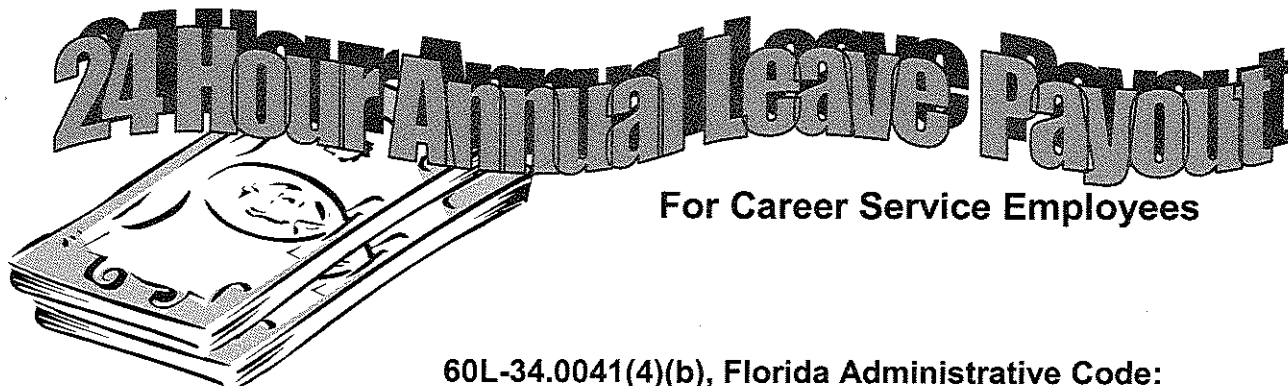
Employee Signature

Date

This is to certify that the above employee is eligible to participate in this program.

Personnel Signature

Date



60L-34.0041(4)(b), Florida Administrative Code:

Each December, subject to available funds, a career service employee, who has completed at least 12 months of continuous service on or before December 1, of each year, shall be entitled to a payout of up to twenty-four hours of unused annual leave, provided:

1. After the payout, the employee's annual leave balance is at least twenty-four hours, and
2. The cumulative payout shall not exceed a 240-hour lifetime payout.

WHAT SHOULD I CONSIDER?

- **When will I receive my payout?** *If you submit a request in accordance with your agency's procedures and your agency (subject to available funds) approves your request, you will receive your payout (taxable income) during the month of December.*
- **What happens to excess annual leave (hours over an agency's 240 or 360 hour limit) on December 31?** *An employee's annual leave hours that are in excess of the agency's balance limit shall be converted to sick leave. However, an eligible employee may elect to be paid for up to 24 hours of annual leave, thus reducing the hours that would otherwise have been converted to sick leave.*
- **Will receiving a 24-hour annual leave payment at the end of a year affect the 240-hour lifetime payout that is now in the rules?** *Yes. The 24-hour leave payment received each year is counted towards a Career Service employee's 240-hour lifetime cap. Therefore, if an employee receives the 24-hour leave payment for ten years, no further leave payment would be made at termination.*
- **What impact will receiving the 24-hour payout each year have on my Average Final Compensation (AFC)?** *Your retirement benefit is based on a fixed formula and is determined by your age, years of service, the average of your highest 5 fiscal years of pay (AFC), your membership class and the payment option you select at retirement. Your AFC will not include leave payouts that were not received during the five fiscal years in which your income was the highest.*

DMS/HRM/Revised 10/28/04