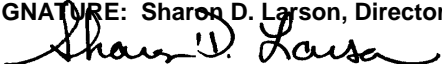




Department of Management Services
 Division of Human Resource Management

POLICY CLARIFICATION

STATUTORY/RULE REFERENCE NUMBER: <i>Section 110.117, Paid Holidays, Florida Statutes (F.S.) Rule 60L-34.004, General Requirements for Leave Earning, Approval, and Use, Florida Administrative Code (F.A.C.)</i>	TRACKING NUMBER: 2007-#006
SUBJECT: <i>Personal Holiday for Employees Dually Employed</i>	
APPROVAL SIGNATURE: Sharon D. Larson, Director 	DATE: November 28, 2007

Issue:

Is an employee who is dually employed by two agencies entitled to a personal holiday with each agency?

Policy:

Yes. Each job is treated as separate employment in terms of earning annual leave, sick leave and personal holidays. The employee is entitled to a personal holiday in each position proportionate to their full-time equivalency (FTE). For example, 1.0 FTE at one agency equals one full personal holiday and .5 FTE at another agency equals one half-day personal holiday.

Background:

The current personnel rules of the State Personnel System are silent with respect to the "Personal Holiday" (Chapter 60L-34, F.A.C.). Consequently, HRM relies solely on Section 110.117(3), F.S., for administering this benefit, as cited below:

Statutory Citation

Section 110.117, F.S., Paid holidays.

- (3) Each full-time employee is entitled to one personal holiday each year. Each part-time employee is entitled to a personal holiday each year which shall be calculated proportionately to the personal holiday allowed to a full-time employee. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken prior to June 30 of the following year. Members of the teaching and research faculty of the State University System and administrative and professional positions exempted under s. 110.205(2)(d), F.S., are not eligible for this benefit.

Rule Citation

Rule 60L-34.004, F.A.C., General Requirements for Leave Earning, Approval, and Use.

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- (12) An employee approved to be paid from more than one career service position in two or more agencies shall be considered to have a separate employment for each position filled. A separate leave accrual, earning, and use account shall be established for each separate employment.