



# ANNUAL LEAVE PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR  
 OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: ~~01-10-2011~~ 05-18-2011

DISTRICT CLERK'S OFFICE

## ARTICLE 220.420a

TITLE: Annual Leave Procedure  
 ORIGIN: Article 120.420, Leave Policy  
 SCOPE: **Employees**

### GUIDING PRINCIPLES:

An employee's use of annual leave is restricted, only, by his or her length of service with the **District** and the District's operational needs. In every case, an employee must receive advance approval from his or her **supervisor** to use the time. All requests for more than thirty (30) days require advance Department Director approval.

Employees who have twelve months of service shall take forty (40) consecutive hours of leave each payroll calendar year which may include annual leave, holiday leave, personal day and compensatory leave.

### PROCESS:

A. Employees accrue annual leave time each **pay period**. The accrual rate is based on **years of service**. For accrual purposes, the employee's rate of accrual increases the first day of the pay period following the employee's anniversary and ends at the conclusion of the pay period immediately preceding the employee's final paid **workweek**.

1. Annual leave accrues on the first 80 hours paid in any pay period. Employees accrue as follows:

Hrs. Paid in Pay Period	<u>Hours Accrued</u>		
	<u>Anniversary Years</u>		
Beginning Year	1	6	11
Through end of Year	5	10	
Less than 16.75	0	0	0
17 through 32.75	1.25	1.50	2.50
33 through 47.75	2.50	3.00	4.00
48 through 63.75	3.75	4.50	5.50
64 through 80	5.00	6.00	7.00

Annual leave accrued is **credited** to each employee at the close of business on the last day of each pay period.

3. Employees returning to the District shall have their annual leave accrual rate restored to pre-departure levels.

B. Employees **may** take annual leave when it is **earned** and approved in advance.

1. Annual leave is earned when an employee has completed 6 months of continuous employment at the District.

Annual leave is approved in advance when the employee requests leave in keeping with his or her **Department's** notice requirements and that leave is approved by his or her supervisor.

3. Employees who have twelve months of service **shall** take forty (40) consecutive hours of leave, which may include annual leave, holiday leave, personal day and compensatory leave each payroll calendar year.
4. Any qualifying annual leave **will** be charged against the employee's Family Medical Leave entitlement.

C. An employee may use earned annual leave to supplement **workers' compensation** and other salary continuation payments so that s/he receives 100% of his or her regular weekly wages, excluding overtime.

D. Employees may carry over earned but unused annual leave from year to year.

1. Employees may carry forward up to 360 annual leave hours at the end of the **payroll calendar year**.

Employees shall be paid for any annual leave in excess of 360 hours at **payroll calendar year** end no later than the following February 1st.

~~E. Employees may buy down annual leave at their option:~~

- ~~1. Employees must maintain a minimum of 120 hours of annual leave after any annual leave buy down.~~

~~Maximum annual leave buy down permitted is 80 hours per calendar year.~~

- ~~3. Annual leave buy-down will be paid according to the following schedule:~~

~~Employees shall be paid out for their annual leave in December and June of each calendar year.~~

~~Paid-out annual leave hours may apply towards the Florida Retirement System's final average salary calculations if they are part of your highest five year earnings.~~

- F. Employees shall be paid for their unused earned annual leave when they separate from the District.
1. A separating employee will be paid for his or her unused earned annual leave at his or her current regular rate of pay less any outstanding monies owed to the District.

A separating employee's payment for unused earned annual leave is considered a salary payment under the Florida State Retirement System.

SUNSET: N/A