

**SECTION VII**  
**ATTENDANCE AND LEAVE**

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**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 2080 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.

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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

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Annual leave may be accumulated but may not exceed thirty (30) days or two hundred and forty (240) hours as of ~~October 1~~ January 1 annually for all regular full time and part time employees unless approved in writing by the County Administrator. All annual leave hours in excess of 240 hours will be forfeited as of January 1<sup>st</sup> of each year. This policy will apply to all employees under the Board of County Commissioners. Carry forward of annual leave is not allowed.

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. All annual leave in excess of 240 hours will be forfeited as of January 1<sup>st</sup>.