

**Board of County Commissioners**  
**Leon County, Florida**

**Policy No. 04-02**

Title: Payout of Accumulated Leave Balances for Long-Term Employees  
Date Adopted: ~~July 27, 2004~~ April 12, 2011  
Effective Date: ~~July 28, 2004~~ April 12, 2011  
Reference: N/A  
Policy Superseded: ~~N/A Policy No. 04-02, "Payout of Accumulated Leave Balances for Long-Term Employees," adopted July 27, 2004~~

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It shall be the policy of the Leon County Board of County Commissioners to award long term employees with the ability to exchange a portion of annual leave balances for salary compensation. The following are the specific guidelines of the policy:

1. Only employees with twenty-five (25) years or more of service in the Florida Retirement System are eligible, except that the threshold for the County Administrator and County Attorney shall be twenty (20) years.
2. Employees may only take advantage of the policy once.
3. After the leave is exchanged, the employee must still maintain a balance of 200 hours of accumulated annual leave.
4. The leave exchange for all County employees, except the County Administrator, the County Attorney, ~~the Director of the Tourist Development Council~~, and the Commission Aides, is subject to the approval of the County Administrator.
5. The leave exchange for the County Administrator, the County Attorney, ~~the Director of the Tourist Development Council~~, and the Commission Aides, is subject to the approval of the Chairman of the Board.
6. All leave exchange is authorized in either section 4 or 5 is subject to funding availability as determined by the County Administrator.

Revised 4/12/2011