

Board of County Commissioners Escambia County, Florida

Title: Annual Leave Incentive Policy – Section II, C27
Date Adopted: June 3, 2004
Effective Date: June 3, 2004
Reference: Civil Service Board Rule, Section 8.3, Leave Incentive Plan
Policy Superseded: NA

I. Purpose:

To establish a program that allows annual leave to be converted to cash payments in lieu of taking time off for all eligible employees of the Escambia County Board of County Commissioners (BCC). This program is contingent upon availability of funds.

II. Scope:

This policy shall apply to all eligible employees serviced by the Escambia County BCC Human Resources Department as described below.

III. Procedures:

- A. Any eligible employee may request to sell annual leave to the Escambia County Board of County Commissioners.
 1. Eligible employees are:
 - a. Classified or unclassified
 - b. Full-time or part-time
 - c. Employees who are eligible to accrue leave
 2. Ineligible employees are:
 - a. Contract employees paid by an agency other than Escambia County
 - b. Student Assistants
 - c. All County Extension Agents
 - d. The following extraordinary appointments:
 - (1) Temporary
 - (2) Relief
 - (3) Emergency
 - (4) Provisional
 - (5) Some Limited-term (depending upon the grant agreement)
- B. An employee may sell a minimum of eight (8) hours and a maximum of forty (40) hours per fiscal year.
- C. An employee must maintain a minimum annual leave balance of 240 hours after the leave is sold.
- D. Once sold, annual leave shall be permanently deducted from the employee's leave balance.
- E. Requests to sell annual leave must be submitted through the Department Director, to the Human Resources Director, no later than September 1st of each year.
- F. Payment for annual leave sold shall be included in the last payday of the fiscal year.
- G. Annual leave sale by any eligible employee is strictly voluntary.

H. This program shall not be used in conjunction with retirement leave payouts to exceed the limits of 328 hours of annual leave.

I. **The payout of any annual leave shall be contingent upon availability of funds.**

IV. Effective Date:

This policy shall become effective June 3, 2004