Annual Leave (Vacation)

Policy Number: 8.2
Effective: October 23, 2022
Supersedes: October 1, 2015

This policy only applies to employees who elected to remain in Sick Plan A and not transition to PTO.

Annual leave allows eligible employees the opportunity to take time off with pay for rest, relaxation or any other personal reasons. County employees except elected officials, temporary employees, and certain part time employees are eligible to earn and use annual leave in accordance with this policy.

Annual leave is earned based on an employee's years of service and the number of regularly scheduled hours paid. Annual leave begins to accrue on an employee's hire date and can be used upon successful completion of the employee's initial probationary period, if applicable.

Annual leave accrues bi-weekly and is calculated by multiplying the appropriate accrual rate (based on years of service) by the number of regularly scheduled hours paid. For example, regular, full-time employees accrue annual leave according to the following schedule. The hours earned shown in the table below are based on a 40-hour work week.

Years of Service	Bi-weekly Accrual Rate	Hours Earned Per Year
0 – 5 years	0.0385	Up to 80 hours
5 – 10 years	0.0462	Up to 96 hours
10 – 15 years	0.0577	Up to 120 hours
15+ years	0.0769	Up to 160 hours

Years of service are calculated on the basis of a 'benefit year'. This is the 12-month period that begins when an employee starts to earn annual leave, which is most often their hire date. An employee's benefit date is adjusted for any continuous leave of absence without pay in excess of 30 days or more except for military leave or a workers' compensation leave.

Employees hired before February 2, 1997 may have a maximum allowable accrual amount above 320 hours, referred to as their 'annual leave set-point'. Employees with an annual leave set-point above 320 hours can earn and use time up to their set-point hours beyond the 320-hour maximum. However, this does not affect the maximum annual leave hours payable under this policy.

Union employees are eligible for a maximum annual leave accrual amount in accordance with their collective bargaining agreement.

Management Leave

Employees working in eligible, unclassified management positions may receive management leave annually, in addition to accrued annual leave, based on hire date up to their 10th year of service. For the calculation of management leave, years of service includes all time as an employee of the Hillsborough County Administrator, regardless of position.

Employees entering an eligible position at various times throughout the calendar year will be awarded management leave days shown in the table below:

Management Leave Days per Calendar Year		
Hire / Promotion Date	***1 thru 4 Years of Service***	***5 thru 9 Years of Service***
January 1 – June 30	5 days	3 days
July 1 – September 30	4 days	2 days
October 1 – October 31	3 days	2 days
November 1 – November 30	2 days	1 day

Applicable management leave days are awarded as whole, 8-hour days at the beginning of the calendar year and must be used by the end of the last full pay period in December of the same calendar year (which may be prior to December 31st). Any management leave days not used by the required date will be forfeited. Unused management leave days are not payable upon separation of employment.

Usage of Annual Leave and Management Leave

The use of annual leave and management leave requires approval in advance from an employee's supervisor based on the staffing and operational needs of the department. However, all possible consideration will be given to grant requests for leave when properly submitted. Employees should make every effort to provide as much notice as possible when requesting to use leave.

Annual Leave Pay Out Upon Separation of Employment

Upon retirement, voluntary resignation with proper notice, or layoff, employees will be paid for up to 320 hours of unused annual leave. In accordance with FS 121.091(8), in the event of an employee's death while employed, the employee's designated beneficiary is also eligible for a payout of unused annual leave up to 320 hours.

Employees who are dismissed from employment or do not leave under favorable circumstances will forfeit their annual leave accrual payout. Employees serving in their initial probationary period are not eligible for a payout of annual leave upon separation of employment.

Union employees are eligible for annual leave pay out terms in accordance with their collective bargaining agreement.

Annual Leave and Deferred Retirement Option Program (DROP) Enrollment

Employees enrolling in the Florida Retirement System DROP program may choose to be paid out some or all of their annual leave accruals upon enrollment into DROP, up to 320 hours. Any unused annual leave hours paid out at DROP enrollment will reduce the number of hours eligible for pay out upon the employee's official separation date.