

Chancey, Dawn

From: Chancey, Dawn
Sent: Thursday, September 10, 2026 3:58 PM
To: Chancey, Dawn
Subject: FW: for SWCD Board's consideration, HR explanation of the Mgt Leave type, Sept 21st agenda item
Expires: Monday, December 7, 2026 12:00 AM

From: Wilkening, Kurt <WilkeningK@hcfl.gov>
Sent: Friday, September 4, 2026 3:30 PM
To: Walsh, Joe <WalshJo@hcfl.gov>
Cc: Verghese, Mathew <VergheseM@hcfl.gov>; Elrabi, Catherine <ElrabiC@hcfl.gov>; Arias, Terri <AriasT@hcfl.gov>
Subject: Re: your availability September 21st, for SWCD Board Q & A re implementing the Mgt Leave type

Joe,

The key to understanding the table is that the **Hire/Promotion Date** rows apply only to the first calendar year in which an employee is newly hired, promoted, or otherwise placed into an eligible unclassified position. The table determines the amount of Management Leave the employee receives for the remainder of that initial calendar year.

After that first calendar year, the employee receives the regular annual Management Leave award based solely on total years of County service, including both classified and unclassified service:

- Less than 5 years of County service: 5 Management Leave days per calendar year
- 5 years but less than 10 years of County service: 3 Management Leave days per calendar year
- 10 years or more of County service: No Management Leave

For example, an employee with five years of County Administrator service who is promoted into an eligible unclassified position on November 2 would receive 1 Management Leave day for the remainder of that calendar year. On January 1 of the following year, the employee would receive the regular 3-day annual award.

In short, the **Hire/Promotion Date** table is used only for the employee's initial calendar-year award. After that, Management Leave is determined by total County Administrator service.

This should give you a straightforward framework to explain the policy to your Board. I would also recommend running your planned presentation by the County Attorney staff assigned to the District beforehand in case they have any additional guidance.

Best,

Kurt Wilkening

Division Director

Human Resources Department

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[Schedule a Teams meeting.](#)

From: Walsh, Joe <WalshJo@hcfl.gov>

Sent: Thursday, September 3, 2026 1:28 PM

To: Wilkening, Kurt <WilkeningK@hcfl.gov>

Cc: Verghese, Mathew <VergheseM@hcfl.gov>; Elrabi, Catherine <ElrabiC@hcfl.gov>; SoilandWater <SoilandWater@hcfl.gov>

Subject: RE: your availability September 21st, for SWCD Board Q & A re implementing the Mgt Leave type

Kurt-

I do appreciate you taking lead on this. I have looked at that table multiple times and its still confusing. I went over it with our recruiting lead Ron Simon and even he looked at it funny.

What's causing me confusion is the presence of that second column of dates. I could understand a scenario where the number of awarded management leave days is prorated in the first year based on hiring date, but I would expect the # days to normalize with any other employee in the 2nd and onward years (decaying at a rate of 5, 4, 3, 2, 1) for subsequent years.

But from this table, I infer that employees are penalized throughout the duration of their first 10 years, based solely on their hiring anniversary.

To add to our confusion, my Board heard from an employee from another department, that he was awarded 2 days of management leave at the beginning of his eligibility, and continues to receive that same 2 days annually, despite now being 13 years into his employment with the County.

Can you help me understand what I am missing here?

My Board expressed willingness to make a decision, and this item is scheduled for their September Board meeting.

Also, please note RE your reference to the County Attorney's office; we do not receive policy oversight or advice from the County Attorney's office; they have subcontracted that service out since 2023, with legal advice being delivered directly to our Board without filtering by the County Attorney. Julie is looking for our Board to secure its legal counsel independently going forward.

I can be reached directly at email walshjo@hcfl.gov or by phone at (813) 347-6706.

Respectfully Yours,

Dr. Joe Walsh, Executive Director



From: Wilkening, Kurt <WilkeningK@hcfl.gov>
Sent: Wednesday, September 2, 2026 8:11 AM
To: Walsh, Joe <WalshJo@hcfl.gov>

Cc: Verghese, Mathew <VergheseM@hcfl.gov>; Elrabi, Catherine <ElrabiC@hcfl.gov>

Subject: Fw: your availability for a Q & A with our Board on the Mgt Leave type

Joe,

Catherine forwarded your email onto me for a response, which I am happy to provide.

Below is the County Administrator's policy governing Management Leave for eligible unclassified management positions. The policy establishes the amount of Management Leave awarded based on years of service and the date an employee enters an eligible position.

Because the Soil and Water Conservation District is a separate agency, Management Leave cannot be extended to District employees unless and until the District's Board formally adopts a Management Leave policy. Should the Board choose to adopt the County Administrator's policy as its own, the provisions below provide a clear framework for determining employee eligibility and the applicable leave award.

Before presenting the matter to your Board, I would also recommend that you review the proposed approach with the County Attorney's Office staff assigned to the District to ensure there are no legal or governance considerations specific to the District that should be addressed.

This information should provide you with the necessary policy framework for you to present the matter to your Board for its consideration and decision. Once the Board has taken formal action, ESQA can establish the appropriate Management Leave amounts in Oracle consistent with the policy adopted by the Board.

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		
<i>Hire / Promotion Date</i>	<i>1 thru 4 Years of Service</i>	<i>5 thru 9 Years of Service</i>
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.

With respect to the Board's question regarding the "central tendency" of Management Leave awards among departments, Management Leave under the County Administrator's policy is not established independently by individual departments. Eligibility and the amount awarded are determined by the policy above based on the employee's years of service and the date the employee enters an unclassified management position.

Management Leave, like Floating Holidays, is awarded for use during the applicable calendar year and is subject to a "use it or lose it" provision. Any unused Management Leave or Floating Holiday hours are forfeited at the end of the applicable annual use period and do not carry forward into the following calendar year.

I hope this information is helpful as you prepare to present the matter to your Board.

Best,

Kurt Wilkening

Division Director

Human Resources Department

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From: Walsh, Joe <WalshJo@hcfl.gov>
Sent: Tuesday, August 25, 2026 10:22 AM
To: Elrabi, Catherine <ElrabiC@hcfl.gov>
Cc: Rouse, Bridget <RouseB@hcfl.gov>; Chancey, Dawn <ChanceyD@hcfl.gov>
Subject: your availability for a Q & A with our Board on the Mgt Leave type

Good Morning Catherine –

As you are aware Bridget has been in a holding pattern for months awaiting an SWCD policy decision on the awarding of management leave to Dawn Chancey's and my leave balances. Initially we had to hold back because legal was reviewing our HR policies in resolving an employment dispute.

I presented the topic of Management Leave to our Board yesterday; They seemed receptive to the idea of awarding the leave type but want to make an informed decision in determining #s days per eligible position.

They have asked for CAD subject matter expert Q & A in order to make that informed decision. Mathew Verghese has deferred to ESQA for information on how the policy has been implemented.

Particularly, they want to understand the "central tendency" among/between departments in how mgt leave is awarded.

On that note, I know that Bridget's initial action called for award of 40 hours for Dawn and I for calendar year 2026. We have 3 potentially eligible positions with very different delegations, so there's an "equity" element to this. The Board heard from an unclassified/exempt employee from another department to the effect that that individual has received a fixed #days throughout their 13 years of employment (2 days, always).

May I rely on you to speak to this item at our Board's September 21st meeting (it's a Monday)? The meetings are scheduled for 10 am to noon and speakers can join by conference hub (MS-Teams). Dawn assists me in managing our meeting content, so please include her in replies.

Thanks Catherine~

Joe

Respectfully Yours,

Dr. Joe Walsh, Executive Director

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On the web: [Hillsborough Soil and Water Conservation District \(hillsboroughswcd.com\)](http://hillsboroughswcd.com)