



Change to Personnel Rule 4. Time Off

Summary

- Allow employees rehired within three years to accrue annual leave at their previous rate.
- Remove Extended Illness Leave section referring to employees hired before 1995.
- Add that a Personal Day needs approval for In-Service Days or mandatory meetings/trainings.
- Updates approved by the Unified Personnel Board on August 3, 2023, to be effective immediately.

Updates

1. **Leave Accrual for Rehires:** Allow employees who are rehired within three years of leaving Pinellas County Government to accrue annual leave at the rate they were accruing leave prior to exiting the County.

Revised Personnel Rule 4, section C.1. to add the text in red shown below.

C.1. Annual Leave Eligibility:

5. A former employee who returns to employment with the County after a break in service of less than 3 years will retain their previous years of service for annual leave time accrual purposes and will earn annual leave accordingly.

2. **Extended Illness:** Remove section D regarding Extended Illness Leave that refers to employees hired before 1995. There are four employees remaining in the County who still carry very small balances in their Extended Illness Leave bank. This is a carryover from 1995 when sick and annual leave were combined. Maintaining the Extended Illness Leave bank has been administratively burdensome for payroll. The remaining hours in the Extended Illness bank will be rolled over to the employees' annual leave bank.

Revised Personnel Rule 4, to delete section D. Extended Illness Leave:

~~D. Extended Illness Leave (This provision applies only to employees hired before 1995 who have an Extended Illness Leave balance.)~~

~~Accrued extended illness leave may be granted for any absence.~~

~~1. Disposition Upon Separation~~

- ~~a. Upon separation, employees shall receive lump sum payment for 50% of all unused extended illness leave. Such payment shall be made at the employee's~~

base rate of pay at the time of separation. Payment for such leave shall be made in accordance with the Florida Statutes.

b. ~~Payments made pursuant to this section shall not be considered in any State-administered retirement system as salary payments, and shall not be used in determining the average final compensation of an employee in any State-administered retirement system.~~

~~2. Disposition for Transferred Employees~~

~~When an employee is transferred within the Unified Personnel System, the employee's accumulated extended illness leave shall also be transferred and such leave, when taken, shall be chargeable to the department to which the transfer was made.~~

~~3. Coordination with Disability Income Plans~~

~~The County offers Short Term Disability (STD) as well as Long Term Disability Insurance. Benefits are governed by the plans in place at the time of disability. An employee is not eligible for STD benefits until exhausting all extended illness leave. In no event shall an employee receive any combination of extended illness and STD for longer than the employee would have been eligible to receive STD.~~

3. **Approval for In-Service/Training Days:** Add that a Personal Day needs approval on In-Service Days or other days when mandatory meetings or training are taking place in a department.

Revised Personnel Rule 4, Section D. (previously E.) 2.e. Personal Day Application to add the text in red:

- e. If taken on an In-Service or other mandatory training day(s) or immediately before or after a recognized holiday, the Personal Day must be scheduled and approved in advance in accordance with department requirements for other scheduled leave or will be considered unscheduled.