

Changes to Personnel Rule 4. Time Off

Summary

- Revise Rule 4 regarding holidays, floating holidays, personal days, and annual leave.
- Floating holidays will be granted to all new classified employees as follows:
 - Hire date from beginning of payroll year through March 31 (instead of April 30): 2 floating holidays
 - Hire date of April 1 (instead of May) to September 30 (instead of August 31): 1 floating holiday
 - Hire date of October 1 (instead of September 1) through the end of the payroll year: No floating holidays
- Personal days will be granted to new classified employees as shown below. Previously those hired before August 1 were granted 1 personal day and those hired after September 1 did not receive a personal day.
 - Hired from beginning of payroll year through June 30: 2 personal days
 - Hired from July 1 through November 30: 1 personal day
 - Hired from December 1 through the end of the payroll year: No personal days
- An employee may not use floating holidays or personal days within their final 2 weeks of employment.
- An employee's last day of employment cannot be a County holiday unless that is a required work day.
- As of July 1, 2025, annual leave may not be used to extend employment after the last day worked unless all of the following conditions are met:
 - The employee is retiring and will not work full time for another employer during this period.
 - The employee gives at least 60 days' notice of their retirement (or more if required by their Appointing Authority).
 - The department has the budget available.

As of July 1, 2025, the use of scheduled annual leave for an employee who retires is limited to 12 weeks for 2025, and 8 weeks as of 2026. The remaining unused annual leave time will continue to be paid up to a maximum of 3 times the employee's [annual leave accrual rate](#).

- Approved by the Unified Personnel Board on April 3, 2025.

Background

The Employees' Advisory Council requested a change to better align the schedules for floating holidays and personal day accruals for new hires. After further review with the Appointing Authorities and their representatives, additional recommendations were made regarding utilization of annual leave surrounding employment separation in order to make these practices more consistent.

Updates

Revised Personnel Rule 4 to remove the text shown in yellow strikethrough and add the text shown in red underline below:

Section A. Recognized Holidays, 3. Application, d., to add the text shown in red underline below:

- d. Last day of employment cannot be a recognized holiday unless the holiday is a required work day for the employee.

Section B. Floating Holidays, 1. Eligibility, c., to delete the text shown in yellow strikethrough and add the text shown in red underline below:

- c. New hires into permanent positions will be allowed floating holidays based on their hire date from the beginning of the payroll year:
- Two floating holidays – hire date from beginning of payroll year through ~~April 30~~ March 31
 - One floating holiday – hire date of ~~May~~ April 1 through ~~August 31~~ September 30
 - No floating holidays – hire date of ~~September~~ October 1 through the end of the payroll year

Section B. Floating Holidays, 2. Application, g., to add the text shown in red underline below:

- g. Floating holidays may not be utilized within the final 2 weeks of the resignation notice period.

Section C. Annual Leave, 2. Application, 1., to add the text shown in red underline below:

1. Effective July 1, 2025, the use of annual leave in conjunction with separation of employment is prohibited, except under the following conditions:
- The employee is leaving employment in conjunction with retirement from Pinellas County employment and will not be employed full-time by any other employer during the period of time in which they remain an employee of Pinellas County.
 - An employee who is retiring may use up to 8 weeks of scheduled annual leave if budget is available (additional unused annual leave will be paid per section k. of the above). For calendar year 2025 only, the limit will be 12 weeks.
 - The employee must give at least 60 days prior notice to be eligible unless an Appointing Authority has a written rule requiring more notice, in which case the written rule becomes the notice requirement.

Section D. Personal Day. 1. Eligibility. a., to delete the text shown in yellow strikethrough and add the text shown in red underline below:

- a. Employees in permanent positions will be allowed two 8-hour personal days in each payroll year, except that Classified employees serving their first year of employment in a permanent position will be allowed a personal day based on their hire date from the beginning of the payroll year:
- Two personal days – hire date from beginning of payroll year through June 30
 - One personal day – hire date from ~~beginning of payroll year through August 31~~ July 1 through November 30
 - No personal days – hire date of ~~September 1~~ December 1 through the end of the payroll year

Section D. Personal Day. 2. Application, g, to add the text shown in red underline below:

- g. Personal days may not be utilized within the final 2 weeks of the resignation notice period.