

RETIREMENT LEAVE GUIDELINES – (Effective October 1, 2021)

Retirement leave is consecutive use of PTO hours, and possibly Banked Sick Leave hours, up to the maximum number of hours shown on Table 1 below. Employees may request Retirement Leave only when they are retiring from the workforce. Employees who are approved for Retirement Leave must be available for consultation, if needed, during the Retirement Leave period.

- Employees who are separating from the BOCC to take another job are not eligible for Retirement Leave.
- Employees must be retiring from the County voluntarily and in good standing to be eligible to request Retirement Leave.
- While on Retirement Leave, all PTO hours must be exhausted before Banked Sick Leave hours can be used, unless it will cause the employee's PTO balance to fall below the number of hours required for a requested maximum lump sum payout shown in Table 2. In this instance, Banked Sick Leave hours should be substituted during Retirement Leave to ensure the necessary amount of PTO hours are available for the requested maximum lump sum payout upon separation (FRS gives service credit for PTO hours, but not Sick Leave hours, in lump sum payouts).
- There will be no accrual on PTO hours or Banked Sick Leave hours used while on Retirement Leave.
- Employees on Retirement Leave are not eligible for salary increases.
- Employees on Retirement Leave are not eligible for holiday pay.
- Employees must have worked for the County for a minimum of five years to be eligible to request Retirement Leave.
- Employees will not be eligible for any additional payout of PTO hours if their Retirement Leave hours exceed the maximum number of hours allowed in Table 2.
- If the employee takes a payout of PTO hours upon entering the Florida Retirement DROP and later requests Retirement Leave, those hours will be deducted from the maximum number of Retirement Leave hours allowed in Table 1.
- If the employee does not use the maximum number of payout hours allowed during the Retirement Leave period, that employee will be eligible for a lump sum payout of the remaining PTO balance, so the combination of Retirement Leave hours and payout hours equal the maximum hours allowed in Table 2.

Table 1: Maximum Allowable Retirement Leave Hours

Regular employees who work 80 hours per pay period with no scheduled overtime	480 Hours
Emergency Services and other employees who work 76 regular hours and 8 scheduled overtime hours per pay period	504 Hours
Emergency Services employees who work 106 regular hours and 6 scheduled overtime hours per pay period	672 Hours
Emergency Services employees who work 80 regular hours and 32 scheduled overtime hours per pay period	672 Hours

Table 2: Maximum Lump Sum Payout of PTO Upon Voluntary Separation

Regular employees who work 80 hours per pay period with no scheduled overtime	240 Hours
Emergency Services and other employees who work 76 regular hours and 8 scheduled overtime hours per pay period	252 Hours
Emergency Services employees who work 106 regular hours and 6 scheduled overtime hours per pay period	336 Hours
Emergency Services employees who work 80 regular hours and 32 scheduled overtime hours per pay period	336 Hours

The employee must submit a “Retirement Leave Request Form” to the Chief Human Resources Officer for initial verification of eligibility and then the County Manager or his/her designee shall render a final decision on whether or not the Retirement Leave request is approved.

Approval of Retirement Leave requests are not guaranteed and will depend on various factors, such as budgetary considerations and workforce integrity.