

TERMINAL LEAVE GUIDELINES – (Effective October 1, 2021)

Terminal 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 Terminal Leave only when they are retiring from the workforce. Employees who are approved for Terminal Leave must be available for consultation, if needed, during the Terminal Leave period.

- Employees who are separating from the BOCC to take another job are not eligible for Terminal Leave.
- Employees must be retiring from the County voluntarily and in good standing to be eligible to request Terminal Leave.
- While on Terminal Leave, all PTO hours must be exhausted before Banked Sick Leave hours can be used.
- There will be no accrual on PTO hours or Banked Sick Leave hours used while on Terminal Leave.
- Employees on Terminal Leave are not eligible for salary increases.
- Employees on Terminal 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 Terminal Leave.
- Employees will not be eligible for any additional payout of PTO hours if their Terminal 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 Terminal Leave, those hours will be deducted from the maximum number of Terminal Leave hours allowed in Table 1.
- If the employee does not use the maximum number of payout hours allowed during the Terminal Leave period, that employee will be eligible for a lump sum payout of the remaining PTO balance, so the combination of Terminal Leave hours and payout hours equal the maximum hours allowed in Table 2.

Table 1: Maximum Allowable Terminal 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 "Terminal 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 Terminal Leave request is approved.

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