
BCC - HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION 7

PAID TIME OFF (PTO) SUMMARY – UNCLASSIFIED EMPLOYEES

7.1 Purpose and Accumulation of Paid Time Off (PTO)

The purpose of PTO is to establish a leave program that allows eligible BCC employees in the unclassified service to be paid for time off for any purpose deemed necessary.

PTO shall be earned based on the following schedule:

Beginning date through the end of the 1 st year	12 hours per month
Beginning 2 nd year through end of 5 th year	14 hours per month
Beginning 6 th year through end of 10 th year	16 hours per month
Beginning 11 th year through end of 15 th year	18 hours per month
Beginning 16 th year through end of 20 th year	20 hours per month
Beginning 21 st year through end of 25 th year	22 hours per month
Beginning 26 th year through end of employment	24 hours per month

*The hours above are a monthly estimate. Actual hours are accumulated in the Human Resources Information System per scheduled hour based on 26 pay periods.

7.2 Eligibility

All regular, full-time unclassified employees of the BCC are eligible to earn PTO. All regular, part-time unclassified employees who work a regularly established schedule of twenty (20) hours or more per week shall earn PTO on a pro rata basis.

7.3 Restrictions on Accrual of PTO

An employee shall not earn PTO during a leave of absence without pay (LWOP), a suspension without pay, or when the employee is otherwise in a non-pay status.

At the end of each calendar year PTO will be reduced to 500 hours. Any excess accrued hours will be applied to the employee's Extended Leave Bank (ELB). There is no cap or limitation on hours earned in an employee's ELB.

7.4 Use of PTO and ELB

Employees shall begin accruing PTO on the beginning date of employment but shall not be permitted to use PTO until completion of ninety (90) days of employment.

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An employee who has been absent from work for more than three (3) consecutive workdays due to a medically certified illness or injury for the employee and/or a member of the employee's immediate family will be eligible to use accrued ELB with a physician's certification.

7.5 PTO, ELB and the Family and Medical Leave Act (FMLA)

For any qualifying event under FMLA that exceeds three (3) consecutive working days, the employee may use accrued ELB. When the employee's ELB has been exhausted, the remainder of the employee's accrued MOB and then PTO shall be used.

For any qualifying event under FMLA, an employee's ELB, MOB, and PTO shall run concurrently with FMLA leave.

7.6 Bereavement (Funeral) Leave

An employee shall be permitted to use up to three (3) consecutive working days of accrued ELB to attend the funeral or memorial service for any person residing in the employee's household or any member of the employee's extended family as that term is defined in section 6.6 of these Policies and Procedures. At the discretion of the Division Manager, an employee may be granted up to two (2) additional days of ELB for funeral leave.

7.7 Exhaustion of Leave

When an employee's leave has been exhausted, any absences from work due to a medically certified illness or injury will be taken as leave without pay (LWOP) and shall run concurrently with FMLA if the employee qualifies for FMLA leave.

7.8 Approval of PTO Requests

An employee must request and receive approval of PTO leave in accordance with current Policies and Procedures of the employee's department/division. The employee's Division Manager shall have the discretion to approve/disapprove, and the responsibility to schedule, an employee's leave.

7.9 PTO Advances Prohibited

No employee shall be allowed to use PTO that has not already accrued.

7.10 PTO Records

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PTO accrual and usage records for all employees shall be maintained by the Human Resource's Information System. No PTO shall be granted except on the basis of such records.

7.11 Rate of Payment for PTO Following Promotion/Demotion

Employees using AL after the effective date of promotion or demotion to a higher or lower job classification shall receive AL pay at the rate in effect at the time the leave is taken.

7.12 Transfer of Accrued PTO

- a. Intra-transfer (divisions within the BCC) - When an employee transfers from one division to another division within the BCC, the employee's accrued PTO shall also be transferred.
- b. Inter-transfer (other County agencies) - When an employee transfers from another County agency with a reciprocal agreement, the employee's accrued PTO not to exceed the maximum accrual may be transferred to the BCC contingent upon the availability of funds.

7.13 Leave Donation and Leave Incentive Plans

- a. Leave Donation - The rules that apply for annual leave donation for the classified employees will apply to unclassified employees except that PTO may be donated in lieu of annual leave. Any leave received will be converted to ELB leave.
- b. Sick Leave Pool - The rules that apply for participating in the sick leave pool for classified employees will apply to unclassified employees except that PTO or ELB leave may be contributed to the pool. Hours received from the pool shall be transferred to the employee's ELB in lieu of sick leave.
- c. PTO Incentive Plan - The rules which apply to annual leave being converted to cash payments in lieu of taking time off for the classified employees will apply to unclassified employees except PTO may be converted in lieu of annual leave to cash payments. This is to be paid in the second pay period, in the month of November, contingent upon availability of funds.

7.14 Reinstatement

Employees who leave Escambia County employment and are reinstated within one year will be eligible to count past years of service when applying this policy.

7.15 When Chargeable

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PTO shall only be charged for absence upon a day which an employee would otherwise work and receive pay.

7.16 Computation of PTO Charges

The employee shall charge absences from work to PTO according to the actual number of leave hours used in a minimum of quarter increments.

7.17 Transfer/Promotion from Classified to Unclassified Position

An employee who is either transferred or promoted to an unclassified position will have the option to convert 100 hours of sick leave to PTO.

7.18 Disposition of PTO Upon Entering Deferred Retirement Option Program (DROP)

When an employee elects to participate in DROP, the employee may receive:

- a. Payment of accrued PTO hours not to exceed the current value of 500 hours at the current rate of pay when entering DROP; and
- b. Payment of accrued PTO hours not to exceed the current value of 500 hours at the current rate of pay when leaving DROP.

PTO leave payouts will be credited to the employee's retirement in accordance with the Florida Retirement System handbook.

While participating in DROP, the employee will continue to accrue PTO and other applicable leave(s) until separation.

7.19 Payment for PTO or ELB Upon Separation or Death

1. Employees will be eligible to receive a lump sum payment for accrued PTO and ELB as follows:

a. Resignation of Senior Executive Service (SES) employee in good standing- Upon the expiration of the ~~thirtyninety~~ (390) day notice period required under Section 8610 of the Escambia County Administrative Code, unless a waiver of all or part of the advance notification requirement has been recommended by the Human Resources Department and approved by the County Administrator.

b. Resignation of Professional, Technical and Confidential Service (PTC) employee in good standing- Upon the expiration of the ~~tenthirty~~ (130) working day notice period required under Section 8650(a) of the Escambia County

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Administrative Code, unless a waiver of all or part of the advance notification requirement has been recommended by the Human Resources Department and approved by the County Administrator.

c. Removal or discharge of SES employee-

Upon the expiration of the ~~thirtynine~~ (390) day notice period required under Section 8611 of the Escambia County Administrative Code.

d. Removal or discharge of PTC employee-

Upon the expiration of the ~~ten~~ ~~hirty~~ (130) ~~working~~ day notice period required under Section 8650(a) of the Escambia County Administrative Code

e. Position abolishment/layoff-

After a fifteen (15) calendar day period has elapsed pending reinstatement in accordance with Section 8616 of the Administrative Code.

f. Death of employee-

Payment shall be made to the appropriate individual as determined by law.

2. Employees will not be eligible to receive a lump sum payment for accrued PTO or ELB under the following conditions:
 - a. The employee is removed or discharged for misfeasance, malfeasance or commission of a felony pursuant to Section 8613 of the Escambia County Administrative Code;
 - b. The employee fails to provide proper notice of resignation in accordance with paragraphs 1. a. and 1. b. of this section; or
 - c. The employee separates from the County before the completion of six (6) months of service.
3. If the employee is eligible to receive payment, the lump sum payment shall be calculated based on 100% of the current value of the total number of unused PTO hours up to a maximum of 500 hours, and 50% of the current value of the total number of ELB hours up a maximum of 2,080 hours.
4. PTO leave may not be taken during an employee's last two weeks of employment unless pre-approved in writing by the employee's Division Manager.