

31.0 - REGULAR PART-TIME EMPLOYEES – Defined as employees who work all year round on a part-time basis (29 hours or less per week and non-seasonal). There are 3 categories of regular part timers: (1) regular part-time employees that work up to 14 hours per week, (2) regular part-time employees that work 15 to 24 hours per week and (3) regular part-time employees that work a minimum of 25 hours per week. Regular part-time employees that work less than 15 hours will not receive any of the benefits outlined below.

31.1 – ANNUAL LEAVE EARNED – Regular part-time employees who work between 15 to 24 hours per week shall accrue and earn 4 days of annual leave per fiscal year. Regular part time employees who work a minimum of 25 hours per week shall accrue and earn 8 days of annual leave per fiscal year.

Regular part-time employees, except those employees in City employment on April 6, 2015, shall accrue annual leave but shall not be able to request such leave during first 90 days of employment.

31.2 – ACCUMULATION OF ANNUAL LEAVE – Since the purpose of annual leave is to provide a period of rest and relaxation, it is intended that annual leave be used every year and not accumulated. Therefore, the following restrictions are placed on accumulation of annual leave:

- (1) Regular part-time employees who work between 15 to 24 hours per week must use at least 2 days of annual leave each fiscal year. Regular part-time employees who work a minimum of 25 hours per week must use at least 4 days of annual leave each fiscal year.
- (2) The maximum accrual of annual leave for regular part-time employees who work between 15 to 24 hours per week is 75 hours and for regular part time employees who work a minimum of 25 hours per week is 150 hours. Hours in excess of the cap will not carry over to the new fiscal year.

31.3 – PAYMENT OF ANNUAL LEAVE – Regular part-time employees who work between 15 to 24 hours per week may request payment of accrued/earned annual leave not to exceed 15 hours at the rate of pay in effect at the time of the request, provided such request is made no later than September 30, 2015.

Regular part-time employees who work a minimum of 25 hours per week may request payment of accrued/earned annual leave not to exceed 30 hours at the rate of pay in effect at the time of the request, provided such request is made no later than September 30, 2015.

31.4 – SICK LEAVE EARNED – Regular part-time employees who work between 15 to 24 hours per week shall accrue and earn 4 days of sick leave per fiscal year. Regular part time employees who work a minimum of 25 hours per week shall accrue and earn 8 days of sick leave per fiscal year.

Regular part-time employees, except those employees in City employment on April 6, 2015, shall accrue sick leave but shall not be able to request such leave during first 90 days of employment.

31.5 – TRANSFER OF SICK LEAVE TO ANNUAL LEAVE – Regular part-time employees who work between 15 to 24 hours per week and who has more than 2 days of sick leave accrued at the end of the fiscal year may transfer that portion of the first 15 hours of sick leave to annual leave, accrued and unused during the year.

Regular part-time employees who work a minimum of 25 hours per week and who have more than 4 days of sick leave accrued at the end of the fiscal year may transfer that portion of the first 30 hours of sick leave to annual leave, accrued and unused during the year.

31.6 – ACCUMULATION OF SICK LEAVE – Regular part-time employees who work between 15 to 24 hours per week may accumulate sick leave to a maximum of 100 hours. Regular part time employees who work in excess of 25 hours per week may accumulate sick leave to a maximum of 250 hours. Hours in excess of the cap will not carry over to the new fiscal year.

31.7 – PAYMENT OF SICK LEAVE AT TIME OF SEPARATION – There will be no payment, regardless of circumstances, for unused sick leave in a sick leave account at time of separation.

31.8 – ADMINISTRATIVE SICK LEAVE – Regular part-time employees who have not used sick leave, leave without pay, or have not lost time due to an on-the-job injury for a specified 6 month period are entitled to one (1) day of administrative leave to be used by a specified date announced by the Human Resources Director.

31.9 – DONATION OF LEAVE – Regular part-time employees will have the opportunity to donate accrued leave time to a designated employee whenever extraordinary circumstances require the designated employee to be absent from work due to an extended, non-work related illness or injury, that is of a life threatening nature and when the designated employee has exhausted all earned leave. Once leave is donated to an employee, the leave belongs to the recipient and should be used either paid as salary or in final payout.

31.10 – JURY DUTY – Regular part-time employees who are summoned to jury duty by a court of competent jurisdiction on a scheduled work day will be granted time off with pay. Any regular part-time employee who is released from jury duty and has a half a day or more regularly scheduled work time remaining shall report to work as soon as possible. Proof of time served on jury duty shall be required.

31.11 – MILITARY LEAVE – Employees shall be granted military leave in accordance with the Uniformed Services Employment & Reemployment Rights Act of 1994 (USERRA), as amended, and Chapter 115, Florida Statutes. The following provisions will be observed:

31.11.1 – Employees who are called to active duty for training with a unit of the United States Armed Forces will receive military leave with pay for up to 30 work days every calendar year.

31.11.2 – Employees shall be granted military leave to perform active military service, as that term is defined in Florida Statutes Section 115.08. The first 30 days of any period of military leave for active military service shall be with pay and the remainder of the period shall be without pay, unless otherwise provided by City Commission.

31.11.3 – Employees who perform service in the uniformed services, as defined USERRA, will receive all rights and benefits for which eligible under the Act.

31.12 – BEREAVEMENT LEAVE – Regular part-time employees who work a minimum of 15 hours per week may be allowed up to three (3) work days of bereavement leave with pay in the event of the death of a current legal spouse, mother, father, or the son or daughter of the employee, whether natural,

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adopted, or step. Up to two (2) days shall be allowed for the death of any other immediate family members or any other relative living in the same household. Other immediate family member is defined as sister, brother, grandmother, grandfather, mother in law, father in law, sister in law and brother in law or other relative living in the employee household. Proof of death shall be required. All bereavement is to be taken on consecutive work days.

31.13 – HOLIDAY PAY – Regular part time employees who are scheduled to work on dates that fall on a City recognized holiday and on said holiday offices are closed will receive holiday pay.

31.14 – FLOATING HOLIDAY – Regular part-time employees who work between 15 to 24 hours per week shall receive one (1) floating holiday every fiscal year. Regular part-time employees who work a minimum of 25 hours per week shall receive two (2) floating holidays every fiscal year. Floating holidays must be used during the fiscal year (no carry over). Floating holidays may be used upon hire date (no 90 day waiting period).