

6.7 PAID TIME OFF

(1) Paid Time Off (PTO) Policy

The purpose of PTO is to provide CCOC employees with a more flexible time off policy than the standard “State” policy and therefore providing a desirable workplace for employees in the Tallahassee area. The amount of earned PTO offered for employees will be comparable to the combination of the State’s annual and sick leave. PTO replaces Annual leave and Sick leave as of 10/1/2019. Current employees will have their sick and annual leave combined to become PTO. All new employees hired after October 1, 2019 will accrue only PTO.

(a) Eligibility

All full-time employees filling established positions shall earn PTO according to the table below which is comparable to the State of Florida’s combined sick and leave amounts:

Years of Service	Monthly
1-4.99 years of service	17.34 hours monthly
5-9.99 years of service	19.50 hours monthly
10-14.99 years of service	21.67 hours monthly
15-19.99 years of service	23.51 hours monthly
More than 20 years	25.05 hours monthly
Senior Management	28.67 hours monthly

- (b) In applying the above table, it shall be determined that the employee has sufficient creditable service before the higher PTO credits are granted. Employees shall be entitled to consider all years of service earned in previous state government, any Florida Clerks of Court and/or FCCC Association staff’s employment for determining eligibility for higher PTO hours. The CCOC shall only accept 400 hours combined annual and sick leave credits if transferring from state government, Clerk’s offices or FCCC to CCOC employment unless approved otherwise by the Executive Director or their designee.
- (c) PTO leave is not available to new employees during the first 30 days of employment. Any time out of the office during the first 30 days will be charged as LWOP or Flex Time can be used with supervisor’s prior approval.
- (d) Use of PTO shall not be authorized prior to the time it is earned and credited to the employee. PTO will be credited on the last working day of the month or in the case of separation, on the last day the employee is on the payroll. The employee shall earn the higher leave credit beginning with the first day of the pay period during which the employee enters into the next “years of service” bracket or is hired into Senior Management.

CCOC LEAVE POLICY CHANGE - PAID TIME OFF- Approved by EC on 10/1/19

- (e) During an approved leave of absence with pay, an employee shall continue to earn PTO.
- (f) Part-Time employees working a fixed percentage or other pay period shall earn PTO for the hours worked that pay period proportionate to the time worked.
- (g) Temporary or Other Personal Services (OPS) employees are not eligible to accrue PTO.
- (h) The maximum amount of PTO which can be accrued and carried forward annually is 1,200 hours. On December 31st of each year any amounts accrued over the maximum will be forfeited. However, under certain justifiable conditions the Executive Director or their designee may grant approval to an employee to retain or be paid for PTO in excess of 1,200 hours. The Executive Council must be notified of any approval to pay for or retain PTO in excess of these numbers. Also, under certain justifiable conditions the Executive Council may grant approval to retain or to be paid for any hours accrued and not used by the Executive Director at the end of the calendar year over the 1,200 hours.

(2) Use of PTO

- (a) PTO may be used at the employee's discretion but there are expectations the employee's supervisor will be given prior notice. The supervisor will have the right to deny request if the absence will adversely affect office operations.
- (b) Unscheduled PTO: In case of an emergency or when PTO is used for an employee's illness or the illness of a family member, the employee is expected to notify their immediate supervisor/director as soon as the employee knows they will be unable to work.
- (c) Upon reasonable notice, the Executive Director or their designee may require an employee to use part of the employee's accrued PTO for vacation purposes at any time this is deemed advisable.
- (d) Senior Management employees are expected to use 80-hours of consecutive leave per fiscal year in addition to other times of leave during the year. Employees with two or more years of service are expected to use 40 hours of consecutive leave no less than one time per year in addition to other times of leave.

(3) Payment for earned PTO Upon Separation from CCOC

- (a) An employee can be paid for unused PTO upon terminal separation from CCOC.
- (b) Upon separation of employment, the maximum PTO payout is 760 hours.
- (c) The CCOC Executive Director or their designee may deny payment of PTO

CCOC LEAVE POLICY CHANGE - PAID TIME OFF- Approved by EC on 10/1/19

payout to employees who fail to give a written two weeks' notice upon resignation of employment (four weeks' notice for Senior Management staff), to employees who are discharged/fired, or to employees who worked less than six months.

- (d) In the event of an employee death, the CCOC will pay to the beneficiary listed on file, 100% of any unused PTO leave up to the allowable payout of 760 hours.
- (e) Employees electing to participate in DROP may request payment for up to 500 hours of accrued annual PTO at the time of entry into DROP. Hours in excess of 500 will be carried forward. However, employees electing payment of this leave are not eligible for any accrued leave payment upon separation from service beyond an additional 260 hours.

(4) Abuse of PTO Leave

- (a) Excessive unplanned use of PTO will be grounds for disciplinary action. An unplanned absence is one that is not pre-arranged at least the day before with the employee's manager or an instance when an employee comes to work but leaves unexpectedly prior to completion of their normal work schedule.

(5) Gift of PTO to Others for Catastrophic Illness, Accident, or Personal Use.

The policy for donation of PTO (Paid Time Off) to assist staff members in time of catastrophic illness, accident, injury, or as a Personal Use gift shall be as follows:

In extraordinary and /or extenuating circumstances, catastrophic illness, accident, injury, or as a gift with the approval of the Executive Director, an employee may receive a voluntary donation(s) or transfer of accrued PTO leave from another staff member pursuant to the following guidelines:

- (a) Providing leave in extraordinary and/or extenuating circumstances, catastrophic illness, accident or injury. Prior to granting approval for donations, the Executive Director shall examine operational and budget considerations and the impact upon each should donations be allowed. If the absent employee is to be replaced during a prolonged absence, budget considerations may dictate that the full or partial payment of two employees for one job is not feasible. The Executive Director shall make the decision of whether an employee's illness or accident qualifies under this policy and how many hours shall be transferred during any pay period.

The decision shall be final, and an employee shall have no right to appeal.

CCOC LEAVE POLICY CHANGE - PAID TIME OFF- Approved by EC on 10/1/19

The following criteria for receiving a gift of leave for extraordinary and /or extenuating circumstances, catastrophic illness, accident, and injury, must be met:

1. The recipient staff member must have or will have exhausted all their leave credits, including all personal accrued PTO, compensatory, floating holidays, or other paid leave time prior to any transfer being made.
2. The recipient's time must be covered under FMLA.
3. The donating employee must have a balance of at least 60 hours of PTO leave after the transfer.
4. An employee who has filed a notice of termination may not transfer leave.
5. The recipient must have a catastrophic illness, accident, or injury and be out on unplanned leave to qualify for this benefit. Normal or routine medical conditions such as pregnancy, colds, flu, etc., will not qualify as catastrophic illness as regular accruals are sufficient to cover this.
6. The value of any hours donated must be equal to or greater than the hourly wage of the recipient or the HR person may use additional donated hours to make up the difference.
7. The HR person shall maintain a record of donated hours.
8. The HR person shall receive the approval of the Executive Director prior to any transfer to accrued time.

As a gift with the approval of the Executive Director, an employee may receive a voluntary donation(s) or transfer of accrued PTO leave from another staff member pursuant to the following criteria:

- (a) The policy for an individual to gift some of their excess PTO leave to another staff member must meet the following criteria.
 1. The donating employee must have a balance of at least 120 hours of PTO leave after the transfer.
 2. The value of any hours donated must be equal to or greater than the hourly wage of the recipient or the HR person may use additional donated hours to make up the difference.
 3. The HR person shall maintain a record of donated hours.
 4. The HR person shall receive approval of the Executive Director prior to any transfer to accrued time.

****This is voluntary program. No employee shall be pressured to donate time.**