

Martin County School District Employee Leave Guidelines



➤ **Sick Leave**

All employees entitled to earn sick leave will be credited with four (4) days as of the first day of employment each fiscal year, and one (1) day each month employed thereafter (accruals post on the 15th and last day of the month), for a total of one (1) day for each full month of employment. Sick leave is cumulative from year to year.

Accrued sick leave will be reduced to days actually earned for personnel who terminate or go on leave prior to having earned the advanced sick leave. ***Note: The School Board reserves the right to withhold the hourly rate of pay for sick days/hours used but not yet earned for an employee who terminates his/her employment and has not yet earned the four (4) sick days credited to him/her in advance.***

Sick leave earned in other school districts in Florida may be transferred in to Martin County. It is the employee's responsibility to contact the previous district or agency to request the transfer. Sick leave earned in Martin County will be utilized until exhausted prior to the utilization of sick leave transferred in from outside of the district.

Leave balances are updated in accordance with the district policy for eligible employees. The balances for all available leave are indicated on Skyward, under Employee Access/Time Off/My Status. (Keep in mind, sick and annual (vacation) leave are now recorded in days, rather than hours.) See applicable School Board Policy, union contract and/or employee handbook for district policy.

Payment for accumulated sick leave, upon resignation, retirement or death is as follows for employees hired on or before June 30, 2011 (subject to the district policy maximum):

- a. After ten (10) years of consecutive service (may be non-consecutive for instructional employees), the daily rate of pay multiplied by 50%, or
- b. After fifteen (15) years of consecutive service (may be non-consecutive for instructional employees), the daily rate of pay multiplied by 100%.

Payment for accumulated sick leave, upon resignation, retirement or death is as follows for employees hired on or after July 1, 2011 (subject to the district policy maximum):

- a. After fifteen (15) years of consecutive service (may be non-consecutive for instructional employees), the daily rate of pay multiplied by 50%.

➤ **Personal Leave**

Six (6) days of your annual accrued sick leave may be used for personal reasons each fiscal school year. Since personal leave is actually sick leave utilized for personal reasons, you must have an equivalent amount of sick leave available for usage. Personal leave must be approved by your supervisor at least one day in advance. No more than five (5) personal leave days may be taken consecutively.

➤ **Annual (Vacation) Leave Benefits**

Only employees scheduled for 248 or more days per fiscal year are granted annual leave. Annual leave time is cumulative to 500 hours. Annual leave time is granted on the 15th and last day of each month. Accruals for twelve-month personnel are established as follows:

- a. 12 workdays per year for employees who have been employed by the district for less than five (5) consecutive years;
- b. 15 workdays per year for employees who have been employed by the district for more than five (5) consecutive years, but less than ten (10) consecutive years;
- c. 18 workdays per year for employees who have been employed by the district for more than ten (10) consecutive years.

Annual leave must be approved in advance by your immediate supervisor. As a general rule, annual leave will not be granted to school-based personnel during the time that school is in session. Annual leave schedules will be coordinated on the basis of the best time in each individual case.

Annual leave balances will be reduced to the 500 hour maximum on December 31st of each calendar year.

A lump-sum payout for accrued vacation leave may be disbursed upon termination of employment or at retirement. Effective July 1, 2001, per Florida Statute 1012.65, terminal pay for accrued vacation leave may not exceed a maximum of 60 days of actual payment.