



State of Florida

New Employee Orientation

Employment Categories

1. **Career Service (CS)**: This category includes the majority of State employees. These employees hold established positions, accrue benefits and have certain employment rights afforded to them.
2. **Selected Exempt Service (SES)**: This category includes middle management personnel, supervisors, confidential employees, and designated policy-making positions. These employees hold established positions, receive benefits and are exempt from career service provisions.
3. **Senior Management Service (SMS)**: This category includes the executive level management personnel. These employees hold established positions, receive benefits and are exempt from career service provisions.
4. **Other Personal Services (OPS)**: This category includes staff who are hired on a temporary basis to fulfill a specific time-limited need. These employees do not hold established positions and are not eligible for State employee benefits.

A light blue circular graphic with a subtle gradient and a thin white border. Inside the circle is a dark blue silhouette of the state of Florida. The text "Attendance and Leave Policies" is written in a yellow serif font across the middle of the circle, partially overlapping the Florida map.

Attendance and Leave Policies

Leave Accrual - Career Service (CS) Employees

- All full-time Career Service employees earn leave credits based on their pay period (biweekly or monthly).

- Full-time Career Service employees earn **annual** leave as follows:

Creditable Service	Hours Earned (biweekly)	Hours Earned (monthly)
Up to 5 years	4	8.667
5 to 10 years	5	10.833
Over 10 years	6	13

- Full-time Career Service employees earn **sick** leave at a rate of four (4) hours each biweekly pay period or eight (8) hours and forty (40) minutes each monthly pay period.
- You must accrue the appropriate credits before you can use annual and/or sick leave. Leave is credited on the last day of each pay period.

Leave Accrual - SES and SMS Employees

- SES and SMS employees are granted a lump sum accrual of 176 hours of **annual** leave upon appointment and on each anniversary date.
- SES and SMS employees are granted a lump sum accrual of 104 hours of **sick** leave upon appointment and on each anniversary date.

Leave Payout

Upon separation from employment, employees are paid for unused leave balances.

Annual Leave Payout:

- Career Service employees, after twelve months of continuous service, are paid for the balance of their unused annual leave up to a lifetime maximum of 240 hours.
- Selected Exempt Service and Senior Management Service employees are paid for the balance of their unused annual leave up to a maximum of 480 hours, with the current year's accrual prorated.

Sick Leave Payout:

- All employees (CS, SES, SMS) who have completed at least ten years of service and who leave for reasons other than disability retirement will receive payment for 25% of their sick leave balance up to 480 hours.

Annual Leave

Annual leave is paid leave that is used for personal time off from work and must be requested and approved in advance.

You must have accrued the appropriate balance prior to using the leave credits.

Please note that annual leave requests are not automatically granted. If your absence would adversely affect the work unit, your supervisor may deny the request.

Sick Leave

Sick leave is paid leave that may be used for the following reasons:

- Personal illness, injury or exposure to a contagious disease which would endanger others
- Personal appointments with a doctor, dentist or other recognized medical practitioner (appointments during work hours require prior approval)
- Illness, injury or well-care checkups of family members when the employee's presence is necessary (appointments during work hours require prior approval)

After three workdays or partial workdays of absence in any thirty day period, you may be required to supply medical documentation before using additional sick leave. Medical documentation is required after ten consecutive days of absence.

Additional Leave Types

There are several other leave types that are applicable to certain groups of employees:

- Regular compensatory leave
- Special compensatory leave
- FLSA leave

Please check with your Human Resources office for more details on these types of leave.

Administrative Leave

Administrative leave is paid leave available for the following absences and is only authorized to allow you to meet the contracted hours for your work period:

- Jury Duty
- Certain court appearances
- Voting
- Examination for entry into military service
- Disabled veteran re-examination or treatment
- Disaster relief services as a certified Red Cross volunteer
- Formal agency investigation

Administrative Leave (continued)

- Certain athletic competitions
- School participation/child care visitation
- Death in immediate family
- Florida Mentoring Partnership
- Office closures
- Examinations and interviews related to employment with the State Personnel System

Please check with your Human Resources office for more details on using this type of leave.

Disability Leave

If you sustain a documented, on-the-job injury or illness, this paid leave covers the initial forty hours of absence that may be necessitated by the job-connected injury or illness.

Once you return to work, this paid leave may be used to provide an additional forty-eight hours to attend medical and/or therapy appointments necessitated by the job-connected injury or illness.

Documentation from an authorized workers' compensation physician must be provided to your supervisor.

Active Military Leave

This paid leave covers active military duty for the first thirty days. Official orders or appropriate military certification must be submitted to the supervisor.

Active military service includes active duty with any branch of the United States Army, Air Force, Navy, Marine Corps, or Coast Guard, National Guard of the State, or other service as provided in Section 115.08 and Section 115.09, Florida Statutes.

National Guard State Service Leave

This paid leave applies to Florida National Guard members and covers up to thirty calendar days during which such employees are ordered to active State service by the Governor of Florida, in accordance with Section 250.48, Florida Statutes. Official orders must be provided to the supervisor.

Military Reserve Training and National Guard Training Leave

This paid leave applies to employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard, in accordance with Section 115.07, Florida Statutes. Official orders must be presented to the supervisor.

This leave covers a maximum of seventeen working days per year, October–September, during which these employees are ordered to active or inactive duty for training.

Educational Leave with Pay

This paid leave allows Career Service employees to attend a college, university, or training academy for one or more full academic periods, if certain criteria are met.

It is at the discretion of each agency to establish an Educational Leave Program under which this type of leave may be made available.

Please check with your Human Resources office for details.

Leave of Absence without Pay

This unpaid leave covers any absence from work, for a period of up to twelve months. It is the agency's discretion to determine if the requested absence is justified and not detrimental to the operations of the agency.

While on leave without pay, you must personally pay for any State contributions to insurance premiums in order to maintain your coverage.

While on leave without pay, you will not accrue annual or sick leave credits.

Mentoring and Volunteer Program

You may use up to five hours per calendar month to participate in the Florida Mentoring Partnership, which includes school or community voluntary activities.

Participation in this program is encouraged as long as it does not adversely impact your work, as determined by your supervisor. Consequently, absences to participate during work hours require prior approval from your supervisor, regardless of whether or not you use administrative leave.

For a complete listing of included activities, please check with your agency's mentoring coordinator.

Sick Leave Pool

If your agency sponsors this program and you meet the eligibility requirements, you may voluntarily participate. The sick leave pool program allows employees within an agency to move their sick leave into a general “pool” and access credits when all personal sick leave has been exhausted.

Sick leave pool credits may be used only for an employee’s personal illness or injury and are not subject to payout upon separation.

Check with your agency’s Human Resources office to find out more details regarding this program.

Sick Leave Transfer Plan

If your agency sponsors this program and you meet the eligibility requirements, you may donate sick leave credits to an eligible employee in your agency or receive a donation of sick leave credits from an employee in your agency. If your agency has an agreement with another participating agency, the transfer may occur between employees of these agencies.

Check with your agency's Human Resources office to find out more details regarding this program.



Benefits

Group Insurance

All State employees (excluding OPS) are eligible to enroll in group health and basic life insurance coverage for which the State pays all or part of your premium, depending on your employment category (Career Service, SES, SMS).

Note: As a new employee, you have up to sixty (60) days from the date you are hired to enroll in any group insurance programs.

If you miss the deadline to enroll, you will not be able to enroll until the annual open enrollment period (usually in October). If you miss the deadline to enroll in the Optional Life Insurance Plan, you will be required to pass medical underwriting.

Supplemental Insurance Program

Additional insurance programs are available to employees, including:

- Dental Insurance
- Vision Insurance
- Supplemental Insurance (Cancer, Intensive Care, Accident, Disability)
- Supplemental Hospital Insurance

Note: As a new employee, you have up to sixty (60) days from the date you are hired to enroll in any supplemental insurance programs.

For more information on any of these programs, please check with your agency's benefits coordinator or access the Health & Insurance tab on the People First website.

Flexible Benefits Plan

The State offers employees the opportunity to pay for group health insurance benefits on a “pre-tax” basis, such as:

- State Group Health and Life Plans
- State Supplemental Program
- Dependent Care Account
- Medical Reimbursement Account

For more information on any of these programs, please check with your agency’s benefits coordinator or access the Health & Insurance tab on the People First website.

Health Investor Plans and Health Savings Accounts

The State Group Insurance Program offers additional choices and flexibility when it comes to choosing a health insurance plan.

For more information on any of these additional programs, please check with your agency's benefits coordinator or access the Health & Insurance tab on the People First website.

Spouse Program

If you and your spouse are both active State employees, you are eligible for health insurance coverage at no cost.

Contact the People First Service Center (1-866-663-4735) to confirm your eligibility and enroll in this program.

Qualifying Status Change (QSC)

A qualifying status change (QSC) event is a change in employment status or family status that permits or requires a necessary change in your insurance coverage.

You generally have **thirty-one (31) days** from the date of the event to change your coverage. If you do not meet this deadline, you will not be able to change your coverage until the annual open enrollment period. (Please note that you have sixty (60) days from the date of birth to add a newborn child as a dependent).

The appropriate documentation of the QSC event must be submitted to the People First Service Center **within sixty (60) days of your election.**

Open Enrollment



Open enrollment is the only time during the year (excluding a qualifying status change) in which you may enroll or make changes to insurance benefits for the following calendar year.

Open enrollment is generally held in the fall of each year.

The State of Florida uses a “passive” enrollment system, whereby your coverage will remain the same from year to year unless you actively change the information.

Holidays

All full-time employees are entitled to observe the following paid holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving (and day after)

Christmas Day

Holidays that fall on Saturday will be observed on the preceding Friday and those that fall on Sunday will be observed on the following Monday.

Other Personal Service (OPS) employees are not eligible for paid holidays. Holidays are pro-rated for part-time employees.

Personal Holiday

All full-time and part-time employees are entitled to use one personal paid holiday each year. This personal holiday is credited on July 1st of each year and must be used on or before June 30th of each year.

OPS employees are not eligible for a personal holiday.

Florida Retirement System (FRS)

Enrollment in the Florida Retirement System (FRS) is required of all employees holding established positions and is provided at no cost to the employee. Upon meeting the vesting requirement and other criteria specific to one plan, employees can earn a retirement benefit.

The FRS offers two retirement plans from which eligible employees can choose:

- Pension Plan (defined benefit; vesting period is six years)
- Investment Plan (defined contribution; vesting period is one year)

For more details about retirement options, please contact the Florida Division of Retirement at 888-738-2252 or visit their website at www.frs.state.fl.us.

Workers' Compensation



The State of Florida covers all employees (including OPS) with workers' compensation insurance to provide managed medical care and wage loss benefits.

If you experience an on-the-job injury, you should immediately report it to your supervisor.

Your supervisor will then report the injury to the contracted provider, CorVel, at 1-800-929-0107.

Employee Assistance Program (EAP)

The employee assistance program (EAP) is a confidential counseling service available to all State employees and their family members. The services provided include counseling, therapeutic services (most are free), professional treatment programs, referrals for debt restructuring, and referrals for legal services.

All information related to the EAP is kept strictly confidential.

The Allen Group
(800) 860-2058
www.theallengroup.com

Check with your Human Resources Office for other related services and/or EAP providers that may be available to you.

Florida State Employee Charitable Campaign (FSECC)

The annual Florida State Employee Charitable Campaign (FSECC) is the only charitable fundraising drive authorized in work areas during work hours.

Participation in the Florida State Employee Charitable Campaign is entirely voluntary and available through payroll deduction.

Please contact your agency's FSECC coordinator for more details.

Adoption Program

Dependent on funding from the legislature, this program provides a monetary adoption benefit to employees who adopt a child in the permanent custody of the Florida Department of Children and Families (DCF) or a Florida-licensed child-placing agency.

The Department of Management Services oversees this program. For more details, call the Division of Human Resource Management at (850) 922-5449 or visit the DMS website at www.dms.myflorida.com.

Child Care

This program allows State agencies to sponsor childcare centers* in state-owned or leased facilities. This benefit is open to all eligible State employees on a space available basis.

For more details, contact your Human Resources office to see if your agency sponsors a center or visit the website at www.state.fl.us/dms/hrm/childcare_99/.

* State-sponsored childcare centers are currently located in Tallahassee and Bartow.

Tuition Waiver Program

Eligible participants receive waivers to cover the cost of tuition and applicable fees for up to six credit hours per semester at a state university or community college on a space available basis.

The ten state universities and twenty-eight community colleges that participate in this program each have specific policies and procedures that State employees must follow.

If you are interested in this opportunity, contact the school of your choice. Participation is subject to your agency's approval, but there are no requirements that the courses you take be job-related.

For more information, visit the DMS website at www.dms.myflorida.com.



Payroll Topics

Deferred Compensation

This voluntary supplemental retirement plan allows all employees to set aside a portion of their gross salary each payday into a variety of State-sponsored, tax deferred investment plans. Both employee contributions and the earnings on those contributions are income tax deferred. The amount you elect to defer is automatically reduced from your salary through regular payroll deductions.

For more details, visit the Deferred Comp website at www.myflorida.deferredcomp.com.

Direct Deposit

All employees must use the direct deposit program in accordance with Section 17.076, Florida Statutes.

There are two ways to complete this process:

1. Access and complete the information on the People First website via the Personal Information Screen.
2. Call the Department of Financial Services at 850-413-3100.

The direct deposit process may take a few weeks; therefore, you should expect to receive at least one “paper” paycheck.

Pay Period



Your pay period is based on your agency and runs either bi-weekly or monthly.

Employees who are paid bi-weekly receive a paycheck every other Friday for a total of 26 paychecks per year.

Employees who are paid monthly receive a paycheck on the last business day of the month.



Laws and Provisions

E-mail and Internet Policy



It is expected that all employees will use the electronic mail (e-mail) and Internet systems for appropriate, work-related purposes.

Please check with your Human Resources office for your agency's specific policy.

Affirmative Action/Equal Employment Opportunity (AA/EEO)

The State of Florida assures each applicant and employee an equal employment opportunity regardless of that person's age, sex, race, religion, national origin, political affiliation, marital status, or handicap, except when a specific sex, age, or physical requirement constitutes a bona fide occupational qualification necessary to proper and efficient administration.

Fair Labor Standards Act (FLSA)

Included employees who are covered by the Fair Labor Standards Act (FLSA) are compensated for hours worked beyond their contracted hours (overtime).

For certain employees, the compensation may be in the form of special compensatory leave credits. Included OPS employees are only eligible for overtime payment.

Check with your supervisor or Human Resources office to determine your eligibility for various forms of compensation for additional hours worked, as well as your agency's compensation policies.

Excluded Employees

Employees who are excluded from the Fair Labor Standards Act (FLSA) may be, under certain circumstances, compensated for additional hours worked during the work period.

- Excluded career service employees are eligible to accrue regular compensatory leave
- Excluded SES employees are expected to work the necessary hours required and will normally not be compensated for additional hours worked

Check with your supervisor or Human Resources office to determine your eligibility for various forms of compensation for additional hours worked, as well as your agency's compensation policies.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain personal or family medical reasons.

Employees are eligible if they have worked for the State of Florida for at least one year and for 1,250 hours during the previous twelve months. Employees may elect to use their personal leave credits during FMLA leave.

Please check with your Human Resources office for more information.

Florida Family Supportive Work Program (FSWP)

You may request a leave of absence for non-medical family responsibilities for up to thirty (30) calendar days, provided such leave would have minimum impact on your work unit.

In addition, FSWP may be granted for up to six months (to run concurrently with FMLA) for a birth, adoption or the illness of a family member, as outlined in Rule 60L-34.0051 of the Florida Administrative Code.

For more information on FSWP, please contact your Human Resources office.

Career Service Grievance Process

A grievance process is available to career service employees who have satisfactorily completed a one-year probationary period in their current position.

For the purpose of this process, a grievance is defined as a dissatisfaction that occurs when an employee believes that a work condition is unjust, inequitable, or hinders his or her ability to perform effectively.

Claims of discrimination and sexual harassment or claims related to suspensions, reductions in pay, demotions, and dismissals are *not* subject to the career service grievance process.

Contact your Human Resources office for details on this process. Please note that certain Collective Bargaining Units have different grievance procedures.

Web Resources

The State of Florida website is www.myflorida.com. Click the “411” tab to find employee contact information. Click “find an agency” to access each agency’s Internet website.

Most State agencies also maintain web pages where employees can access information specific to their own organization. Contact your Human Resources office for information regarding agency-specific policies and resources posted on the agency’s internal web or Intranet site.

For current and historical information regarding your paychecks or other payments you have received from the State, visit the State Comptroller’s website at <https://flair.dbf.state.fl.us>. New users have to register and establish a password.

Conclusion

If you have questions about any of the topics contained in this presentation, please contact your Human Resources Office.