



**DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF STATE HUMAN RESOURCE MANAGEMENT
POLICY GUIDELINE**

STATE PERSONNEL SYSTEM

SUBJECT:

24-Hour Annual Leave Payout for Career Service Employees Permanent in Their Current Positions

POLICY GUIDELINE: HRM #2024-003

EFFECTIVE DATE: August 22, 2024

SUPERSEDES: Program Guideline 24-Hour Annual Leave Payout for Career Service Employees Permanent in Their Current Positions, Effective October 4, 2006, Revised March 17, 2015

STATUTES/RULES/REGULATIONS/LAWS:

Section 110.219(7), Florida Statutes (F.S.), Attendance and leave; general policies.
Section 110.217(2), F.S., Appointment actions and status.
Rule 60L-33.003(4), Florida Administrative Code (F.A.C.), Status
Rule 60L-34.0041(4)(b), and (6)(a), F.A.C., Status

FORMS: [Request for 24-Hour Annual Leave Payout for Career Service Employees \(Template\)](#)

ADDITIONAL REFERENCE MATERIALS: [Optional 24-Hour Annual Leave Payout Flyer](#)

SCOPE AND PURPOSE:

This document provides the general guidelines and procedures for administration of the 24-Hour Annual Leave Payout for eligible Career Service employees, provided for in section 110.219, F.S., and subsection 60L-33.003(4), F.A.C.

DEFINITIONS:

For the purposes of section 110.219(7), F.S., “permanent career service employee” is defined by subsection 60L-33.003(4), F.A.C., as an employee who has attained “permanent status” in their current position, in accordance with section 110.217(2), F.S.

POLICY:

1. Payments for up to 24 hours of unused annual leave to Career Service employees under section 110.219(7), F.S., are subject to the availability of funds, as determined by the agency on an annual basis.
2. To be eligible to receive payments, the Career Service employee must:
 - a. Continue to have permanent status in their current position during the time the payout is processed; and

- b. Have a remaining balance of at least 24 hours of annual leave, after the payout.
3. The annual leave payment of up to 24 hours received each December is counted towards the employee's 240-hour lifetime cap, as described in section 110.219(7)(b), F.S. For example, if an employee receives the 24-hour leave payment for ten years, no further annual leave payment would be made upon separation.
4. Career Service Deferred Retirement Option Program (DROP) participants who have not received their maximum annual leave payout are eligible to participate in this program.
5. Payouts will be made each year during the month of December and the payment is considered taxable income. The first supplemental payroll warrant date in December will determine the actual payout dates for monthly and bi-weekly agencies.

PROCEDURE:

1. The employee's timesheets, up to the most current pay period, must be submitted and approved.
2. The employee submits a request (suggested template linked to above) to the agency human resources (HR) office. The request for payout hours must be made in whole numbers.
3. The agency HR office shall audit the employee's request and verify employee's eligibility in accordance with the requirements listed above.
4. To process all valid requests, the HR office may use the mass load process, subject to the criteria and instructions provided by the People First Team.

APPLICABLE STATUTORY AND RULE CITATIONS:

Section 110.219, F.S., Attendance and leave; general policies

- (7) Each December, a permanent career service employee shall be entitled, subject to available funds, to a payout of up to 24 hours of unused annual leave as follows:
- (a) A permanent career service employee must have an annual leave balance of no less than 24 hours, after the payout, in order to qualify for this benefit.
 - (b) No permanent career service employee shall receive a payout of greater than 240 hours over the course of the employee's career with the state, including any leave received at the time of separation.

Section 110.217, F.S., Appointment actions and status

- (2) An employee appointed on probationary status shall attain permanent status in his or her current position upon successful completion of at least a 1-year probationary period. The length of the probationary period may not exceed 18 months. An employee who has not attained

permanent status in his or her current position serves at the pleasure of the agency head and may be dismissed at the discretion of the agency head.

Rule 60L-33.003, F.A.C., Status

(4) Permanent Status – Permanent status indicates that a career service employee has successfully completed the required probationary period and has attained notice and appeal rights pursuant to Section 110.227, F.S., in the current position. Permanent status is attained on a position-only basis and must be attained for each appointment in accordance with the provisions of this rule chapter. Part-time employees and employees filling shared employment positions attain permanent status in their current positions in the same manner as full-time employees.

Rule 60L-34.0041, F.A.C., Annual Leave

(4)(b) Each December, a permanent career service employee shall be entitled, subject to the available funds, to a payout of up to twenty-four hours of unused annual leave provided:

1. After the payout, the employee's annual leave balance is at least twenty-four hours.
2. The cumulative payout shall not exceed the lifetime maximum described in paragraph 60L-34.0041(6)(a), F.A.C.

(6)(a) A career service employee who separates from state government with twelve continuous months of service shall be paid for unused annual leave, up to a lifetime maximum of 240 hours. With respect to leave payments received at the time of separation, agencies shall only include payments for separations occurring after December 31, 2001, in the calculation of the lifetime maximum. In case of death of an employee, the 240-hour limit shall not apply and all unused annual leave at the time of death shall be paid to the employee's beneficiary, estate, or as provided by law.

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