

WINTER HAVEN

The Chain of Lakes City

Human Resources

Annual Leave (Vacation)

Regular full-time employees accrue annual leave as follows:

GENERAL AND POLICE EMPLOYEES			
LENGTH OF SERVICE	MONTHLY ACCURAL	ANNUAL ACCURAL	DAILY EQUIVALENT
Date of Hire through 5th anniversary.	8 Hours	96 Hours	12 Days
Day after 5th anniversary through 15th anniversary.	12 Hours	144 Hours	18 Days
Day after 15th anniversary through 20th anniversary.	12 Hours per month plus a total of 8 hours per year for each year beyond 15 through 20 years.		
Day after 20th anniversary through 25th anniversary.	184 Hours per year		
Day after 25th anniversary and beyond.	Maximum Accrual: 192 hours per year		

FIRE EMPLOYEES			
LENGTH OF SERVICE	MONTHLY ACCURAL	ANNUAL ACCURAL	DAILY EQUIVALENT
Date of Hire through 5th anniversary.	10 Hours	120 Hours	5 Shifts
Day after 5th anniversary through 10th anniversary.	14 Hours	168 Hours	7 Shifts
Day after 10th anniversary through 15th anniversary.	18 Hours	216 Hours	9 Shifts
Day after 15th anniversary through 20th anniversary.	20 Hours	240 Hours	10 Shifts
Day after 20th anniversary through 25th anniversary.	24 Hours	288 Hours	12 Shifts
Day after 25th anniversary and beyond.	25 Hours	300 Hours	12.5 Shifts

Part-time, emergency and temporary employees do not earn annual leave.

For the purpose of annual leave accrual, anniversary dates are as of dates of hire; leave accrues monthly beginning on the date of hire and leave accruals are posted on the second payroll of the month.

Annual leave cannot be used until an employee's first anniversary date has been reached. Employees with less than one year of service are not eligible to take annual leave time off from work, unless the taking of leave is authorized in advance by the City Manager.

Annual leave may be taken only after advance approval by the appropriate Department Director has been received, and the scheduling of approved annual leave shall occur on the basis of staffing needs and length of service.

Annual leave may be taken in increments of one hour with the approval of the Department Director; however, it is preferred that annual leave be taken in periods of one week or more. The approval to take requested annual leave shall be at the discretion of the Department Director.

On October 1 each year, an employee's accrued annual leave account balance must not exceed 280 hours for a general and police employee and 371 hours for fire service employees. Employees are responsible for ensuring annual leave is requested and used in a timely manner. If an employee's annual leave accrual balance exceeds the allowable maximum accrual threshold near and on October 1, the excess leave will be deducted from the employee's account.

Requests to carry-over excess annual leave may be filed in advance and in writing to the Division Head and Department Director; the number of leave hours above and beyond the allowable accrual threshold and a date certain for using the excess leave hours should be declared in the request. If initially approved, the request will be forwarded to Human Resources for processing to the City Manager, who at his sole discretion may approve or deny the request. Human Resources will send a copy of the carry-over approval or denial to Finance, the Department Director and the requesting employee.

Note: Annual leave will not automatically be carried over. Any request for the carry-over of annual leave will only be granted for unusual or unavoidable circumstances. No more than one carry-over request will be granted any City employee and all carry-over requests must and may only be approved by the City Manager.

Employees leaving City service in good standing shall be compensated for annual leave accrued, subject to certain conditions.