

## CHAPTER 6.00 – HUMAN RESOURCES

### TERMINAL VACATION (ANNUAL) LEAVE PAY

6.916

- I. Unused accrued vacation leave shall be paid to employees as terminal pay at the time of retirement or separation of employment or upon entry into DROP in accordance with the provisions of this section.
- II. Effective September 1, 2011 the maximum total number of unused, accrued vacation days that may be paid upon retirement, separation of employment or entry into DROP is the greater of the following:
  1. 60 days, or
  2. For employees hired before July 1, 1995, the number of days unused and accrued as of June 30, 2001, or
  3. For employees hired before July 1, 1995 and employed under a three year contract on June 30, 2001, the number of days unused and accrued as of June 30, 2004.
- III. Payments for terminal vacation leave made to employees prior to September 1, 2011 in accordance with School Board policies and rules of the Florida Retirement System in effect at the time of payment shall be deemed proper and not subject to recovery.
- IV. An employee in good standing who terminates his/her employment with an unused, accrued vacation balance in excess of the maximum allowed to be paid as terminal pay, may extend his/her employment status through the last day of the accrued vacation leave which is in excess of the maximum allowed to be paid as terminal pay.
- V. Upon entering the Deferred Retirement Option Program (DROP), employees with unused, accrued vacation leave may choose to receive payment for all or part of their unused, accrued vacation leave at the time of entrance into the DROP subject to the maximum allowed under this policy and rules of the Florida Retirement System. Those persons choosing to receive a partial payment upon entry into DROP will receive the remainder, if any, at the time of separation from employment.

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- VI. If, at the time of retirement, or separation from the District, or entry into DROP, the employee has five (5) years of continuous employment with the District, the payment for unused, accrued vacation leave shall be made to the District's 401(a)/403(b) Qualified Special Pay Plan to the extent allowed by the Plan Document and applicable law. Any distribution from the 401(a)/403(b) Qualified Special Pay Plan shall be made in accordance with the Plan Document.
- VII. All payments for terminal vacation leave shall be made at the current daily rate of pay.
- VIII. If service is terminated by death, payment shall be made to the employee's beneficiary.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1012.65, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.052

**HISTORY:** ADOPTED: 12/06/04  
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