

Nassau County Board of Commissioners EMPLOYEE POLICIES & PROCEDURES MANUAL		
Effective: 11/01/2013	Revised: 06/01/2018	Page 3 of 4
Section 4: Personal Leave		4.02 Sick & Bonus Leave

4. Employees are not eligible to use accrued Sick Leave during the last two (2) weeks of employment; however, employees may use leave without pay during this time with Supervisor/Department Head approval.

Sick Leave Pay Upon Separation

Only those employees retiring with at least two (2) weeks notice under the terms and conditions of the Florida Retirement System or who are laid off in accordance with Section 15.01, Reduction In Force, will be eligible to receive pay for accrued Sick Leave. Only full pay periods of employment will be considered in computing Sick Leave and will be based upon the employee's regular rate of pay at separation. Sick Leave pay for retiring or laid off employees will be paid out in accordance with Section 1.15, Final Paychecks and Payouts Upon Separation.

In the case of a death of an employee, payment for unused Sick Leave shall be made payable to the employee and provided to his/her beneficiary, estate or as provided by law. Such payment shall be made within six (6) months after notification of the deceased's legal representative when possible and shall be at the employee's hourly rate of pay at the time of passing.

Transfers

When any employee transfers from one BOCC Department to another, or from another Constitutional Office to the BOCC, all Sick Leave accrued under the previous Department/Constitutional Office is retained by the employee. Annual Leave/Sick Leave or PTO Leave will be based upon the employee's original date of hire with the County.

Employees may not transfer accrued Sick Leave from Federal, State or other Government Agencies; University or Community College systems; School Boards; or Special Taxing Districts.

Bonus Leave

Employees who complete any quarter (January 1st – March 31st; April 1st – June 30th; July 1st – September 30th or October 1st – December 31st) without charging sick leave or leave without pay, shall accrue one (1) bonus day at the completion of the quarter, at the employee's normal straight time rate. Bonus days not used within one (1) year will be forfeited.