

## RESOLUTION NO. 2023-24

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE TOWN OF HILLIARD PERSONNEL POLICY MANUAL AS IT RELATES TO VACATION BENEFITS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard desires to amend its Personnel Policy Manual to Include a provision for employees entering the Florida Division of Retirement DROP Program to allow those employees to cash in their vacation leave more than 40 hours, the month prior to entering into the DROP program; and

**NOW THEREFORE BE IT RESOLVED**, by the Hilliard Town Council that:

### **SECTION 1.**

#### **302 Vacation Benefits is amended to read as follows:**

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receives each year accrues at 4 hours per pay period for the first 10 years and at 6 hours per pay period after 10 years. Vacation time off is paid at the employee's base rate at the time vacation leave is used. It does not include overtime. Accumulated vacation leave shall not exceed twenty (20) days at the end of each calendar year. Vacation leave earned more than the maximum must be used within the same calendar year or it shall be forfeited. Employees who have accrued vacation leave may cash the vacation time once a year, at the first payroll in December, subject to the terms contained in this policy. Employees can cash in a maximum of (40) hours per year and must maintain one hundred sixty (160) hours vacation leave at the time the exchange is made in December. Unearned vacation leave is not authorized. Vacation leave requests shall be submitted in advance one week on the form provided and approved by the appropriate department head and the payroll clerk.

Probationary employees shall be entitled to accrue vacation leave. However, no employee shall be authorized to take vacation until after January 1<sup>st</sup> following the date hired. In the event of dismissal, a probationary employee is not entitled to vacation pay equal to the time earned while in that position. Employees that are separated or retire are entitled to be paid for their accrued vacation.

Employees who choose to participate in Florida Division of Retirement Deferred Retirement Option Program (DROP) prior to retirement can choose to receive a lump-sum payment for their accumulated vacation leave either at the time they enter DROP or after their DROP participation ends. If accumulated vacation leave is paid to the employee when he or she begins DROP participation, the

lump-sum vacation leave payment will be eligible for inclusion in the employees' retirement benefit calculation. If an employee receives a lump-sum vacation leave payment at the end of his or her DROP participation, it will not be included in their retirement benefit calculation.

**SECTION 2.**

This resolution shall become effective upon adoption.

Adopted this 21<sup>st</sup> day of December, 2023, by the Hilliard Town Council, Hilliard, Florida.



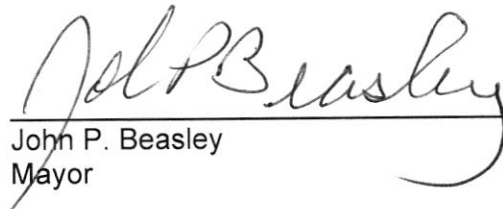
Kenneth A. Sims, Sr.  
Council President

ATTEST:



Lisa Purvis  
Town Clerk

APPROVED:



John P. Beasley  
Mayor