

Related Entries: (Not identified at this time)

### Terminal Pay for Accumulated Sick and Vacation Leave

The following procedures shall govern the provision of terminal pay leave benefits to District employees:

- (1) A regular full-time employee shall be entitled to terminal pay at the time of normal retirement; disability retirement; or termination, except dismissal; after completing a minimum of ten (10) years of creditable service in a retirement plan established by the Florida Legislature. If termination is by death of the employee, payment shall be made to the employee's beneficiary.
  - (a) Terminal pay for instructional staff and educational support employees shall be based on years of service in the District, the total number of accrued and valid sick leave hours credited to the employee at the time of termination, and the hourly rate of pay of the employee at the time of termination. The amount to be paid, if the termination occurs, shall be computed as follows:
    1. During the years of service 1-3 in the District, the hourly rate of pay multiplied by thirty-five percent (35%) times the number of hours of accumulated sick leave.
    2. During the years of service 4-6 in the District, the hourly rate of pay multiplied by forty percent (40%) times the number of hours of accumulated sick leave.
    3. During the years of service 7-9 in the District, the hourly rate of pay multiplied by forty-five percent (45%) times the number of hours of accumulated sick leave.
    4. During the years of service 10-12 in the District, the hourly rate of pay multiplied by fifty percent (50%) times the number of hours of accumulated sick leave.
    5. During and after the 13<sup>th</sup> year of service in the District, the hourly rate of pay multiplied by one hundred percent (100%) times the number of hours of accumulated sick leave.
  - (b) Any person entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding termination or death and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

- (c) Employees who are represented by a labor organization, which is certified to negotiate with the School Board, shall be covered by this policy to the extent that the policy is consistent with provisions of the negotiated contract covering such employees.
- (2) Full-time employees, other than instructional and educational support employees, shall receive terminal pay in accordance with paragraph (1) except that all sick leave accrued by such employees after June 30, 2004, shall be compensated at the hourly rate of pay applicable at the time the sick leave was earned.
- (3) Accrued vacation leave shall be paid to an employee upon retirement or termination, except dismissal. If termination is by death of the employee, payments shall be made to the employee's final wages beneficiary. The maximum amount of vacation leave paid shall be three hundred sixty (360) hours. The payment shall be calculated by multiplying the number of hours of accumulated vacation leave, times the hourly rate of pay at termination or retirement.
- (4) Teachers, Administrators, Supervisors, Technical, and Confidential employees shall participate in the Special Pay Plan upon retirement, participation in the Florida Retirement System DROP program or upon termination from District employment. Such employees who have \$1,000 or more of terminal pay for unused accumulated sick leave and/or payments for unused annual vacation leave shall have all eligible funds placed in the Special Pay Plan subject to the specific provisions of the plan.

**STATUTORY AUTHORITY:** 1001.42, 1001.43, 1012.23, 1012.61, 1012.65, F.S.

Adopted: 3/20/12

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