

CF OPERATING PROCEDURE
NO. 60-40, Chapter 3

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, April 10, 2018

Human Resources

ANNUAL LEAVE CARRYOVER PLAN

3-1. Purpose. This operating procedure establishes the Department of Children and Families' Annual Leave Carryover Plan.

3-2. Scope. This operating procedure applies to all Career Service employees in the Department of Children and Families.

3-3. Reference. Section 60L-34.0041(4)(a), Florida Administrative Code (F.A.C.).

3-4. General. Employees are encouraged to utilize earned annual leave credits on a current yearly basis. Supervisors are encouraged to schedule annual leave to accommodate workload and critical deadline needs throughout the year.

3-5. Provisions.

a. Employees may carry over an annual leave balance of up to 360 hours past December 31 of each calendar year.

b. Annual leave credits in excess of 360 hours shall automatically convert to sick leave credits on January 1 of each calendar year.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

SHELBY JEFFERSON
Acting Human Resources Director

SUMMARY OF REVISED, DELETED OR ADDED MATERIALS

No substantive changes have been made.

This operating procedure supersedes CFOP 60-40, Chapter 3, dated November 3, 2014.

OPR: ASHR

DISTRIBUTION: A