

This information is designed to answer questions you may have in regards to final sick leave/vacation payments. If you have any questions after reading this information, please do not hesitate to contact the Payroll Department (352) 955-7658.

If the leave is valued over \$1,000, the hours will be sheltered through BENCOR.

TERMINAL SICK LEAVE PAYMENT

If you have worked for the Alachua County Public Schools for **three (3) complete years**, you are eligible to be paid 35% of your accumulated sick leave hours.

If you have worked for **six (6) complete years**, you are eligible to be paid 40% of your accumulated sick leave hours.

If you have worked for **nine (9) complete years**, you are eligible to be paid 45% of your accumulated sick leave hours.

If you have worked for **ten (10) complete years**, you are eligible to be paid 50% of your accumulated sick leave hours.

If you have worked for **thirteen (13) or more complete years**, you are eligible to be paid 100% of your accumulated sick leave hours.

ANNUAL LEAVE PAYMENT (FOR 12 MONTH EMPLOYEES ONLY)

Your vacation hours (up to 700 hours) will be paid at your current hourly rate of pay at the time of your retirement/resignation. When you apply for retirement through the Human Resources Department, you will be asked to complete a Separation from Service. This form will be forwarded to the Payroll Department. Payroll will automatically prepare your final leave payment(s) as well as the Final Earnings Certification for Tallahassee.