



St. Johns County Administrative Code

Section: Human Resources

Title:	408 Leave	Issued: April 1992
Reference: DOL, FMLA, USERRA, SJC RES. 82-30, F.S. 110.121, F.S. 741.313, #2038 CBA, #3865 CBA		Revised: August 2007 June 2012 January 2023 November 2024

Leave provisions are applicable to all employees of the Board of County Commissioners. Any exception to a provision as covered under a collective bargaining agreement (CBA) is indicated as *[unless otherwise specified]*.

408.1 Administrative Leave Paid/Unpaid

Administrative Leave, excluding court time, is authorized at the discretion of the County Administrator or designee. Employees who are placed on Administrative Leave are temporarily relieved of their normal job responsibilities and may/may not be eligible to receive pay based on their regular work schedule.

408.1.1 Court Time

Employees who are summoned or subpoenaed to represent a County department as a witness or defendant are not considered on administrative leave. Their appearance is considered as part of the employee's regular job assignment. Employees will be eligible to be paid for incurred per diem and travel expenses after depositing any funds received from the court to Finance. Administrative leave with pay will not be granted for court attendance when an employee is engaged in personal litigation or when appearing as a witness in a case not involving St. Johns County.

Employees summoned to jury duty will be eligible to receive administrative leave with pay after depositing any funds received from the court to Finance. The County will not reimburse employees for incurred per diem and travel expenses for having served as a juror.

408.1.2 Voting Time

Full time and part time employees may be granted one (1) hour of administrative leave with pay for the purpose of voting during their regularly assigned work schedule for the period of early voting or on Election Day. Employees shall not be granted administrative leave with pay for the purpose of working polls during elections.

408.2 Bereavement Leave

Full time and part time employees may be granted up to three (3) days of bereavement leave with pay when a member of the employee's immediate family dies or up to five (5) days if the funeral is more than five hundred (500) miles roundtrip from St. Johns County *[unless otherwise specified]*. Bereavement leave is paid based on the employee's regularly scheduled work hours. For purposes of this subsection only, "immediate family" is defined as the employee's spouse; child, foster child, step-child; parent, parent-in-law, step-parent; sibling, sibling-in-law, step-sibling; grandparent, grandparent-in-law, step-grandparent, grandchild, and step-grandchild.

Departments may request the name of the deceased individual, the employee's relationship to the deceased, the date of death, and certification prior to approval of bereavement leave. The Department Director, with approval from the Human Resources Director, may grant additional bereavement leave not outlined in this policy.



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408.3 Birthday Leave

Full time employees are granted one (1) paid day off per fiscal year in observance of their birthday, not to exceed eight (8) hours *[unless otherwise specified]*. New full-time employees are eligible to take birthday leave during the six (6) month introductory period. Part time employees are not eligible for birthday leave.

Birthday leave may be taken at any time in the fiscal year but may not, under any circumstance, be carried forward into the following fiscal year. The County will endeavor to grant the employee's preference as to date of birthday leave; however, the approval shall be at the discretion of the department in order to maintain effective operations.

408.4 Holidays

Official holidays observed by St. Johns County:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr.'s Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Good Friday	Friday before Easter Last
National Memorial Day	Monday in May
Juneteenth	June 19
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Friday	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

The St. Johns County Board of County Commissioners may also declare holiday leave on any other day. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. To be eligible to receive holiday pay, employees are required to work their regularly scheduled hours the workday preceding and workday following the holiday. An approved vacation day or any other excused, paid day off is considered a day worked for purposes of holiday pay eligibility.

- Full time employees shall be paid no more than eight (8) hours for all holidays approved by the Board *[unless otherwise specified]*.
- Part time employees shall be paid no more than the number of hours normally scheduled to work if the holiday falls on their normal workday, not to exceed eight (8) hours.

408.5 Vacation Leave

Vacation leave shall be considered an earned benefit. Full time and part time employees will accrue vacation hours each pay period over twenty-six (26) pay periods *[unless otherwise specified]*. The amount of vacation which an employee accrues depends on their status and length of continuous years of service completed.

- Part time employees accrue vacation hours on a prorated basis of 3.0770 each pay period, regardless of length of continued service.
- Full time employees hired prior to January 1, 1997, accrue vacation hours on a basis of 9.2307 each pay period up to 30 days per year *[unless otherwise specified]*.