

**CITY OF CORAL SPRINGS  
ADMINISTRATIVE POLICY MANUAL**

**CHAPTER: 06 HUMAN RESOURCES POLICIES**

**POLICY #: 06.04.03.03**

**SECTION: 04 BENEFITS**

**OFFICE/DEPARTMENT: PERSONNEL**

**SUBJECT: 03 SICK LEAVE**

**EFFECTIVE DATE: 01/01/97**

**03 Sick Leave Pay Out at Separation**

**CITY MANAGER: Michael S. Levinson**

**PAGE 1 OF 2**

**PURPOSE**

The Sick Leave Pay Out at Separation is intended to encourage exemplary attendance of regular full-time employees by offering payment for unused sick leave upon retirement or separation from the City.

**DEFINITIONS**

**Regular Full-Time Employee:** An individual occupying a budgeted position and scheduled to work a regular forty (40) hour work week.

**POLICY**

1. Payments for unused sick leave will be as follows:
  - a. All employees will be paid for unused sick hours up to 480 hours (576 hours for EMS 7K employees) at 25%, with the exception of Rule of '73 employees, who will be paid for unused sick leave up to 480 hours at 100%.
  - b. Under no circumstances will an employee be paid for more than 480 hours (576 hours for EMS 7K employees) of unused sick leave.
2. Employees hired prior to December 1, 1992, will be compensated for accrued unused sick hours at their base hourly rate upon retirement or separation. Employees hired after November 30, 1992, will be compensated at the weighted average hourly rate over the term of their employment upon retirement or separation.
3. The employee has the option to choose a lump sum payment or payment made in bi-weekly installments based upon the employee's prior work schedule, until the full balance of eligible hours is depleted.

4. Beyond the established termination date, a recipient of this benefit is no longer considered an employee of the City. As a result, bi-weekly payments under this section are not considered salary for the purpose of determining eligibility for applicable fringe benefits.
5. The payments made pursuant to this section shall not be used in determining the average final compensation of an employee in a City Pension Plan.
6. It is the responsibility of the Department Director to maintain the employee's position vacant until the sick leave is totally paid out to assure proper funding. Any exceptions to this must have the approval of the City Manager.
7. In the case of death, payments will be made as designated on the most recent "Designation of Beneficiary for Final Pay" form as filed in the Human Resources Department.

**ELIGIBILITY**

1. All regular full-time employees who have a balance of at least ninety-six (96) hours of accrued unused sick time will be eligible for payment as prescribed in this policy.

**ADMINISTRATIVE REPEAL**

The provisions contained herein shall supersede and replace all prior policies relating to Sick Leave Pay Out at Separation and included in policy promulgated October 1, 1983, and reissued September 1, 1986, October 30, 1987, and December 1, 1992 as Administrative Policy 06.04.03.

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DATE

MICHAEL S. LEVINSON

