Time and Attendance

2026

City of Jacksonville

Pre-Retirement Seminar

JSA – Jacksonville Supervisor's Association

Plan H
Personal Leave shall accrue to a maximum of four hundred and eighty (480) hours. Accrued and unused personal leave in excess of four hundred and eighty (480) hours will be forfeited, except if applied in accordance with the provisions of Article 23.6(A)(1).

Critical Emergency Leave Bank (Plan H)
Upon separation with greater than twenty (20) years of service, employees will be paid up to sixty (60) hours of accrued CELB hours.

Add to all critical emergency leave:
Employees with accrued hours but less than twenty (20) years of service can donate hours to employees approved to receive leave donations.

Payment for Earned but Unused Leave Time
Upon retirement, an employee in Plan H shall be paid for 100% of all accrued but unused Personal Leave. For purposes of this Article, retirement is defined as those employees that have fully vested or have completed at least five (5) years of service.

Upon termination for other than retirement with less than five (5) years of service, an employee in Plan H shall be paid for seventy-five percent (75%) of all unused personal leave.

Plan E
Personal leave shall accrue to a maximum of nine hundred sixty (960) hours.

Upon retirement, an employee shall be paid for his/her Personal Leave account and Retirement Leave Account on an hour for hour basis, up to a maximum of nine hundred sixty (960) hours in each account.

CWA – Communications Workers of America

Plan H

Personal Leave shall accrue to a maximum of four hundred and eighty (480) hours. Accrued and unused personal leave in excess of four hundred and eighty (480) hours will be forfeited, except if applied in accordance with the provisions of Article 23.6(A)(1)

Critical Emergency Leave Bank (Plan H)

Upon separation with greater than twenty (20) years of service, employees will be paid up to sixty (60) hours of accrued CELB hours.

Add to all critical emergency leave:

Employees with accrued hours but less than twenty (20) years of service can donate hours to employees approved to receive leave donations.

Payment for Earned but Unused Leave Time

Upon retirement, an employee in Plan H shall be paid for 100% of all accrued but unused Personal Leave. For purposes of this Article, retirement is defined as those employees that have fully vested or have completed at least five (5) years of service.

Upon termination for other than retirement with less than five (5) years of service, an employee in Plan H shall be paid for seventy-five percent (75%) of all unused personal leave.

Plan E

For the purposes of this Agreement, retirement shall mean retirement pursuant to the full-time service requirements or early vesting requirements of the pension plans of the City or its former governments; retirement by reason of age pursuant to social security for employees covered solely by social security, provided such employee has ten (10) years of service with the City; or retirement of officers or employees of the City who have more than ten (10) years service with the City and who are covered by the Florida Retirement System. Upon retirement of an employee, said employee's personal leave account and retirement leave account shall be used or paid for an hour-for-hour basis, up to a maximum of nine hundred sixty (960) hours in each account.

Managerial & Confidential (BU 140)

Plan H

Personal Leave shall accrue to a maximum of four hundred and eighty (480) hours. Accrued and unused personal leave over four hundred and eighty (480) hours will be forfeited, except if applied in accordance with Section 8.4.

Critical Emergency Leave Bank (Plan H)

Upon separation with greater than twenty (20) years of service, employees will be paid up to sixty (60) hours of accrued CELB hours.

Add to all critical emergency leave:

Employees with accrued hours but less than twenty (20) years of service can donate hours to employees approved to receive leave donations.

Payment for Annual Leave

Upon retirement (including vesting under the pension law), an employee shall be paid for all unused accrued annual leave on an hour-for-hour basis.

Upon termination for other than retirement with less that five (5) years of service, an employee shall be paid for seventy-five (75%) of all unused personal leave on an hour-for-hour basis.

LIUANA (BU 90 / 190)

Plan H
Personal Leave shall accrue to a maximum of six hundred (600) hours. Accrued and unused personal leave over six hundred (600) hours will be forfeited, except if applied in accordance with the provisions of Article 19.5 below.

Critical Emergency Leave Bank
Upon separation with greater than twenty (20) years of service, employees will be paid up to sixty (60) hours of accrued CELB hours.

Add to all critical emergency leave:
Employees with accrued hours but less than twenty (20) years of service can donate hours to employees approved to receive leave donations.

Payment for Annual Leave
Upon retirement, or services with the City of five (5) years or more, (including vesting under the pension law) of an employee, the employee shall be paid for all unused accrued personal leave on a day-to-day basis.

Upon termination of an employee with less than five (5) years of service with the City, the employee shall be paid for seventy-five percent (75%) of all unused personal leave on a day-for-day basis.

Plan E
Personal leave shall accrue to a maximum of nine hundred sixty (960) hours.

Upon termination for other than retirement purposes, the employee shall be paid for all accrued personal leave and shall be paid one (1) day for every two (2) days accrued personal and retirement leave on the basis of one (1) day's pay for each day in said accounts.

AFSCME (BU 70 / 179)

Plan H

Personal Leave shall accrue to a maximum of four hundred and eighty (480) hours. Accrued and unused personal leave over four hundred and eighty (480) hours will be forfeited, except if applied in accordance with the provisions of Article 24.4 below.

Critical Emergency Leave Bank (Plan H)

Upon separation with greater than twenty (20) years of service, employees will be paid up to sixty (60) hours of accrued CELB hours.

Add to all critical emergency leave:

Employees with accrued hours but less than twenty (20) years of service can donate hours to employees approved to receive leave donations.

Payment for Earned but Unused Leave Time

Upon retirement, an employee in Plan H shall be paid for 100% of all accrued but unused Personal Leave. For purposes of this Article, retirement is defined as those employees that have fully vested or have completed at least five (5) years of service.

Upon termination for other than retirement with less than five (5) years of service, an employee in Plan H shall be paid for seventy-five percent (75%) of all unused personal leave.

Plan E

Personal leave shall accrue to a maximum of nine hundred sixty (960) hours.

Upon termination in good standing for other than retirement purposes, the employee shall be paid for all accrued personal leave, and for eight (8) hours for every sixteen (16) hours accrued in the employee's retirement of an employee, said employee's personal leave account and retirement leave account shall be used or paid for an hour-for-hour basis, up to a maximum of nine hundred sixty (960) hours in each account, under the following provisions.

Upon the death of an employee, the employee's next of kin or estate, as determined in accordance with law, shall be paid for all accrued personal and retirement leave on the basis of with (8) hours pay for each eight (8) hours in said accounts.

Leave Payout

General Information

Annual Leave
100% paid out with five (5) years of more of service
75% paid out with fewer than five (5) years of service

Comp Time
FLSA Exempt – 100% paid out
FLSA Non-Exempt – 100% paid out
(Generally speaking, managers and above are not paid out for comp time)

Personal Day
Forfeited

Emergency Comp Time
100% paid out

ERP Comp Time
100% paid out

COVID Comp Time
Forfeited

CELB Critical Emergency Leave
Sixty (60) hours paid out with twenty (20) years of service

Leave is normally paid within four (4) weeks of separation and may be in the form of live check sent through the mail. When possible, leave will be paid through direct deposit on the final pay-check containing normal work hours.

Contact Information

Please email Time and Attendance with any questions:

tassupport@coj.net