

## CHAPTER 6.00 - PERSONNEL

6.31

### TERMINAL PAY

#### POLICY

##### (A) SICK LEAVE COMPENSATION

- (1) INSTRUCTIONAL and EDUCATIONAL SUPPORT EMPLOYEES as defined by Florida Statute

The Board shall provide terminal pay for accumulated sick leave to all instructional and educational support employees upon application. If termination is by death of the employee, any terminal pay to which the employee may have been entitled shall be made to their beneficiary upon application. Terminal pay will be calculated on accumulated leave. However, such terminal pay shall not exceed an amount determined as follows:

During the first 3 years of service in Dixie School District

Daily rate of pay times number of accumulated sick days times 35%

During the next 3 years of service in Dixie School District

Daily rate of pay times number of accumulated sick days times 40%

During the next 3 years of service in Dixie School District

Daily rate of pay times number of accumulated sick days times 45%

During the next 3 years of service in Dixie School District

Daily rate of pay times number of accumulated sick days times 50%

During and after the 13th year of service in Dixie School District

Daily rate of pay times number of accumulated sick days times 100%.

## CHAPTER 6.00 - PERSONNEL

- (2) EMPLOYEES OTHER THAN Instructional or Educational Support, as defined by Florida statute.

Upon retirement, entering DROP, termination, or transferring to less than a twelve (12) month position within the District, compensation for sick leave shall, upon request of the employee, be made based on the daily rate of pay of the employee's current annual salary at time of accrual. (Prior to June 30, 2004, it is based upon salary at time of termination and balances earned until then will remain based upon current salary on June 30, 2004.) Sick leave used shall be subtracted from the most current sick leave earned.

- (B) VACATION LEAVE COMPENSATION – Any employee who terminates employment with the School Board or enters DROP or transfers to less than a twelve (12) month position within the District, and who has unused vacation leave, shall be given terminal leave pay based on the hourly rate of pay of the employee's current annual salary in an amount not to exceed sixty (60) days. A lump sum payment shall be made to the employee's estate if termination is by death.

- (C) DISBURSEMENT OF TERMINAL PAY

- (1) Disbursement will be made to any employee with less than \$2,000 of accumulated leave balance when terminating, entering DROP, retiring, or transferring to less than a twelve (12) month position within the District.
- (2) Any employee with \$2,000 or more of accumulated leave balance that is terminating, retiring, entering DROP, or transferring to less than a twelve (12) month position within the District, will have a "Special Pay" contribution made to the Qualified Retirement Plan, subject to IRS contribution limits. Any amounts in excess of IRS contribution limits will be paid directly to the employee. See Policy 6.311.
- (3) To maximize potential retirement benefits, the cash payment to employee for accumulated leave assumes annual leave balances are paid before sick leave balances.

**CHAPTER 6.00 - PERSONNEL**

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.61, F.S.

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