

REPRESENTING:

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Stephen B. Russell
State Attorney

Welcome to the Florida Retirement System (FRS). All employees have two choices of retirement plans: The FRS Pension Plan and the FRS Investment Plan. Your employer contributes the majority of your FRS retirement plan savings. A mandatory 3% pretax contribution is directed from your paycheck into your retirement account. For additional information on these great plans visit the Florida Retirement System website at MyFRS.com. New FRS members enrolling in the Pension plan qualify for a benefit after 8 years of service; those enrolling in the Investment Plan qualify for a benefit after 1 year.

Transfer of Unused Sick Leave Within State Government. An employee who moves from one position in state government to another position in state government, may be credited by the receiving agency with all unused sick leave not paid. An employee who resigns from a city or county governmental authority within 31 calendar days, may, at the discretion of the State Attorney, be credited with up to a maximum of 480 hours of unused sick leave that was accrued while employed by the other organization.

Annual Leave. All full-time employees who are filling established positions shall earn annual leave as shown:

Table with 4 columns: Creditable Service, Hours Per Month, Creditable Service, Hours Per Month. Rows include 0 through 3 years, Years 4 and 5, Years 6, 7, and 8, and 9 years and over.

Annual leave balances may not exceed 240 as of January 1st of each new year. A departing employee will be compensated for their accrued leave not to exceed 240 hours. Also, one day (8 hours) of annual leave will be granted to each employee per year in recognition of his/her anniversary date of employment. This Personal Day is earned on July 1st of each year and must be used by June 30th of the following year.

Sick Leave. All full-time employees shall be credited with one day (8 hours) per month of sick leave, equaling 12 days per year. Part-time employees will earn leave time on a pro-rated basis according to number of hours worked. After ten years of service, a departing employee will be compensated for 25% of their accrued sick leave, not to exceed 480 hours.

Converting Sick Leave to Annual Leave. An employee who has used no sick leave during the leave year and has been employed for the full leave year may convert, on the first day of the succeeding leave year, six (6) days of sick leave to annual leave. Employees who have used fewer than forty (40) hours of sick leave during the leave year may have sick leave converted to annual leave as follows:

Table with 4 columns: Used, Converted to Annual Leave, Used, Converted to Annual Leave. Rows show conversions for 0, 8 hours (1 day), 16 hours (2 days), 24 hours (3 days), 32 hours (4 days), 40 hours (5 days).

Holidays. The following holidays, as provided by the Florida Statutes, shall be observed as paid holidays:

Table listing holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Holiday Weekend, Martin Luther King Day, Independence Day, Veteran's Day, Christmas Holiday, Good Friday. Plus other holidays designated by the State Attorney.

Other Benefits

Table listing benefits: Health & Supplemental Insurance, Life Insurance, *Disability Insurance, Education Benefits, Deferred Compensation, Sun Coast Credit Union, Savings Bonds, Direct Deposit of Paycheck, Employee Assistance Program, Flexible Benefits, *Bar Dues Paid.

*State Group Disability Plan and Paid Bar Dues for Assistant State Attorneys

The Office of the State Attorney is an equal opportunity provider and employer.