

RESOLUTION 2026-01

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT

A RESOLUTION ADOPTING AMENDED POLICY OCW 4.2 – PAID TIME OFF (PTO) AND OTHER LEAVE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Ch. 99-478, §6(5), Laws of Florida, and §191.006(5), *Florida Statutes*, the Ocean City-Wright Fire Control District (“District”) Board of Fire Commissioners (“Board”) has the authority to adopt resolutions and procedures prescribing the powers, duties, and functions of the officers of the District, the conduct of the business of the District, the maintenance of records, the form of other documents and records of the District, and the Board may also adopt resolutions that are necessary to conduct District business; and

WHEREAS, the Board has determined that it is in the best interest of the District to adopt amended Policy OCW 4.2 – Paid Time Off (PTO) and Other Leave in order to add certain provisions to the current policy regarding PTO and Sick Leave payouts at the time of an employee entering the Deferred Retirement Option Plan and further accrual of leave benefits and final leave payout and to provide for the effective administration of the District.

NOW, THEREFORE, be it resolved by the Ocean City-Wright Fire Control District Board of Fire Commissioners as follows:

1. Ocean City-Wright Fire Control District Policy OCW 4.2- Paid Time Off (PTO)and Other Leave, as amended, is hereby adopted and the new Policy shall be as set forth in Exhibit “A”, attached hereto and incorporated herein by reference.
2. The amended Policy OCW 4.2- Paid Time Off (PTO)and Other Leave shall take effect immediately upon adoption of this Resolution.

ADOPTED IN REGULAR SESSION this 2nd day of July 2026.

**OCEAN CITY-WRIGHT FIRE
CONTROL DISTRICT**

ATTEST:

By: _____
John Johnston, Secretary/Treasurer

By: _____
Ken Coulter, Chairman

POLICY NUMBER OCW 4.2

PAID TIME OFF (PTO) AND OTHER LEAVE

REFERENCE: Ch. 99-478, Laws of Florida and §191.006(5),
Florida Statutes

ADOPTING RESOLUTION: 2017-02; Amended Resolution 2024-07; Amended
Resolution 2026-01

POLICY HISTORY: Adopted March 2017; Amended October 2024;
Amended July 2026

1. Paid Time Off (PTO) and other forms of leave shall be earned and accrued by the District’s administrative personnel as follows:

a) **PAID TIME OFF (PTO).** Paid Time Off (PTO) will be accumulated each pay period as follows:

DEPUTY FIRE CHIEF:	Weekly Employee- 11 Hours Max 600 Hours Shift Employee – 13 hours Max 600
DIVISION CHIEF:	Weekly Employee- 8 Hours Max 500 Hours Shift Employee – 13 hours Max 500
BATTALION CHIEF:	Weekly Employee- 8 hours Max 500 Hours Shift Employee – 13 hours Max 500
ADMINISTRATION:	Weekly Employee- 8 Hours Max 500 Hours

Upon separation of service by way of resignation, retirement, permanent disability or death, administrative personnel who have completed at least five (5) years of continuous full-time employment with the District will receive payment of fifty (50%) percent of unused accrued PTO and payment of one hundred (100%) percent of unused accrued PTO if employee has completed at least ten (10) years of continuous full-time employment with the District. Payment will be calculated based on the employee’s regular rate of pay.

(b) **SICK LEAVE.** As of October 1, 2014, Sick Leave is no longer accumulated. However, any unused Sick Leave balance may be used until exhausted. Payment for any unused Sick Leave, up to the maximum accrual, will be made only upon resignation, retirement, disability or death. Sick Leave maximum accrual balances are:

DEPUTY FIRE CHIEF:	700 Hours
DIVISION CHIEF:	600 Hours
BATTALION CHIEF:	600 Hours

(c) **COMPASSIONATE LEAVE.** Administrative personnel shall receive five (5) days of Compassionate Leave for a family member death. This period of Compassionate Leave may be extended at the discretion of the Fire Chief.

2. **PTO AND SICK LEAVE PAYOUT UPON DROP ENTRY.** District employees entering the Deferred Retirement Option Plan ("DROP") with leave balances accrued prior to July 1, 2011 may be eligible to receive a partial payout of accrued PTO and/or sick leave balances in accordance with applicable collective bargaining agreements, personnel policies, retirement plan provisions, and payroll procedures. The amount of leave eligible for payout upon entry into DROP shall be calculated by the District in accordance with applicable policy and retirement system requirements.

- (a) **LEAVE BALANCES DURING DROP PARTICIPATION.** Following the initial DROP payout, employees shall continue to accrue and use leave benefits in accordance with existing personnel policies, collective bargaining agreements, and applicable employment practices. Any remaining accrued PTO and sick leave balances that were not paid at the time of DROP entry shall remain on the employee's leave records during the DROP participation period.
- (b) **FINAL LEAVE PAYOUT.** Any eligible accrued PTO and sick leave balances remaining at the employee's final separation from employment shall be calculated and paid upon termination of employment, subject to applicable payout limits, payroll deductions, retirement regulations, and District policies in effect at the time of separation. Employees who receive a leave payout upon entry into DROP will have that payout deducted from the maximum leave payout otherwise available at final separation. Upon termination of employment, the employee shall be eligible to receive payment only for any remaining accrued leave that qualifies for payout, subject to the District's maximum payout limitations. Under no circumstances shall the combined payouts received at DROP entry and final separation exceed the maximum leave payout authorized by District policy.
- (c) **NO ACCELERATION OF PAYMENT.** Participation in DROP does not accelerate or create entitlement to payment of all accrued leave balances upon entry into the program. Except for any approved initial payout authorized by the District, remaining leave balances shall not be payable until the employee's final separation from employment.