City of Altamonte Springs
Paid Time off and Holidays

Paid Leave Time:

Personal leave days may be used for any purpose including vacation, illness or other business, upon giving proper notification and receiving approval. Personal leave hours are earned by eligible part-time and full-time employees for each month of work and the rate is based on the length of service:

Years of Service	Full-time: Hours per Month	Part-time: Hours per Month
0 – 4.99 years	10.40 hours	5.20 hours
4 – 9.99 years	11.27 hours	5.85 hours
10 – 14.99 years	14.30 hours	7.80 hours
15 – 19.99 years	15.17 hours	8.45 hours
20+ years	16.02 hours	9.10 hours

Catastrophic Leave Time:

Employees may use Catastrophic Leave for a serious or significant personal or family injury or illness that cause an employee to be absent from work for eighty hours or more (or a minimum of two of the employee's regular scheduled work weeks). Catastrophic Leave hours are earned by eligible part-time and full-time employees for each month of work and the rate is based on the length of service (not to exceed 480 hours):

Years of Service	Full-time: Hours per Month	Part-time: Hours per Month
0 – 4.99 years	5.60 hours	2.8 hours
4 – 9.99 years	6.07 hours	3.15 hours
10 – 14.99 years	7.70 hours	4.20 hours
15 – 19.99 years	8.17 hours	4.55 hours
20+ years	8.62 hours	4.90 hours

City Designated Holidays:

All permanent employees receive nine paid holidays per year (8 declared and 1 floating holiday).

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Floating holiday (determined by City Commission)