

SUWANNEE VALLEY TRANSIT AUTHORITY



MONTHLY MEETING OF THE BOARD OF DIRECTORS
SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET, SW
LIVE OAK, FL 32064

TENTATIVE AGENDA FOR JULY 13, 2026, AT 6:00 P.M.

Invocation

Pledge to American Flag

ATTENTION

- The Board may add additional items to this agenda.
- Affirmative action on any item includes authorization of the Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman. Speakers may only make one (1) trip to the podium regarding each item they wish to speak on. They shall complete one comment card for each item and submit the card(s) to the Chairman before the meeting is called to order.

APPROVAL OF MINUTES

1. May 11, 2026, Regular Meeting

Pages 1-3

Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

TIME SPECIFIC ITEMS

1. Donation of 2018 Ford Bus #09 to Vivid Visions,
Domestic Violence Shelter, Live Oak, Florida

Pages 4-10

Candice Kennon

Monica Marquardt, Nick Furst

2. 2024/2025 Financial Audit

Caleb Perla

CONSENT

STAFF ITEMS

3. Financial Update

Pages 11-15

Monica Marquardt

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

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DISCUSSION AND ACTION ITEMS

4. SVTA General Leave Policy-Update
(Current & Proposed Policy attached)

Pages 16-28 Tammy Cunningham
Candice Kennon

GENERAL BUSINESS

5. Additional Agenda Items. The Chairman calls for additional items.
6. Board Members' Inquiries, Requests, and Comments
7. Administrator's Comments

Upcoming meeting: AUGUST 10, 2026, at 6:00 P.M.

****TENTATIVE** 2026 Meeting Schedule**

January 12th

March 9th

May 11th

July 13th

August 10th (Budget Proposal)

September 14th

November 9th

2027

January 11th



**MINUTES
of the
GOVERNING BOARD OF DIRECTORS**

6:00 p.m.

OPENING AND INVOCATION:

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for a regular meeting.

Chairperson Don Hale called the meeting to order at 6:00 p.m. The invocation and Pledge of Allegiance to the Flag of the United States of America were held.

ATTENDING:

The following Board members were present: Chair Don Hale and Commissioners Everett Phillips, Rocky Ford, Robby Roberson, James Howell, and Leo Mobley.

Also present were Board Attorney Stephen Mercer, Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, and SVTA employee Monica Marquardt.

APPROVAL OF MINUTES:

The first item on the agenda was approval of the March 9, 2026, Regular Meeting minutes.

Commissioner Roberson moved to approve the March 9, 2026, Regular Meeting minutes. Commissioner Phillips seconded, and the motion carried unanimously.

PUBLIC CONCERNS AND COMMENTS:

There were none.

CONSENT:

The second item on the agenda was Trip & Equipment Grant – Resolution # 2026-03.

The third item on the agenda was a Shirley Conroy rural Area Capital Assistance grant Request for Funding – Resolution # 2026-02.

Mrs. Marquardt briefly discussed the grants.

Commissioner Phillips moved to approve consent items 2 and 3. Commissioner Ford seconded, and the motion carried unanimously.

TIME SPECIFIC ITEMS:

There were none.

STAFF ITEMS:

The fourth item on the agenda was to hear a financial update.

Mrs. Marquardt noted that the State was several months behind on clearing and payments, partially due to a new State employee who was learning the job.

Brief discussion ensued on the financial update.

BOARD MEMBER ITEMS:

The fifth item on the agenda was to elect the 2026 Chair.

Commissioner Roberson nominated Commissioner Hale for Chair. Commissioner Howell seconded, and the motion carried unanimously.

The sixth item on the agenda was to elect the 2026 Vice-Chair.

Commissioner Phillips nominated Commissioner Mobley for Vice-Chair. Commissioner Howell seconded, and the motion carried unanimously.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

The seventh item on the agenda was to discuss SVTA General Leave Policy Update.

This item was withdrawn for discussion at a later date.

GENERAL BUSINESS:

The eighth item on the agenda was additional agenda items.

There were none.

The ninth item on the agenda was Board Inquiries, Requests, and Comments.

Chairperson Hale noted that regarding an adjoining property issue, the owners were moving the vehicles off SVTA property.

Discussion ensued about getting a new property survey quote before putting up a fence on the property in question.

Administrator Kennon discussed the sale of some older vehicles no longer being used.

Chairperson Hale noted that Vivid Visions requested a vehicle for transporting clients.

Attorney Mercer stated there were some legal issues with donating the vehicle, but he was researching the issue further to look for an alternative.

Discussion ensued on the issue, to be further discussed at the next meeting.

Commissioner Phillips stated that he had discussed CARC parking in Lake City and they would be willing to sign a waiver.

Attorney Mercer noted that in the last meeting (which Commissioner Phillips was unable to attend), he had discussed legal issues with using a non-governmental entity.

Discussion ensued on the issue and infeasibility of parking SVTA vehicles in Lake City.

The tenth item on the agenda was Administrator's comments.

Administrator Kennon noted recent awards for SVTA.

ADJOURNMENT:

Commissioner Phillips moved to adjourn the meeting. Commissioner Roberson seconded, and the motion carried unanimously.

There being no further business to discuss, the meeting adjourned at 6:26 p.m.

Approved and adopted the _____ day of _____, 2026.

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors

5. INVOICING

Invoices related to this grant agreement shall be completed in accordance with the Commission's most current Invoicing Procedures for the Provision of Transportation and Capital Equipment. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation. Examples of supporting documentation could be vendor's invoice reflecting a zero-balance due or marked "Paid" and a copy of the cancelled check, or a copy of the bank statement reflecting the payment having cleared the bank account. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the lienholder is also required. The recipient is aware that the approved project must be completed by June 30, 2027, which means the equipment must be received by the recipient by that date or reimbursement will not be approved.

6. CAPITAL EQUIPMENT ADDITIONAL INFORMATION

All capital equipment purchases made with funds from the Transportation Disadvantaged Trust Fund shall be reviewed by the Local Coordinating Board (LCB) prior to equipment purchase.

All vehicles purchased with Transportation Disadvantaged Funds shall be titled to the Grantee, with a lien to the Florida Commission for the Transportation Disadvantaged.

Grantees who intend to utilize project vehicles for demand response services should ensure that such services offered to individuals with disabilities, including individuals who use wheelchairs, are equivalent to the level and quality of service offered to individuals without disabilities.

The Grantee may only purchase vehicles with Transportation Disadvantaged Trust Funds that the Grantee uses to transport eligible transportation disadvantaged passengers in the coordinated system. The Grantee shall notify the Commission, upon request, of any lease or assignment of operational responsibility of project vehicles and equipment to third-parties.

The Commission shall retain a majority of the interest in all capital equipment until the useful life of such equipment, as defined by the Commission's Capital Equipment Policy, has been expended. At that time, the grantee may dispose of such equipment with the written permission of the Commission in accordance with the Commission's Capital Equipment Procedures.

Grantees are required to insure vehicles in accordance with requirements of Chapter 427, F.S. Each vehicle or other capital equipment purchase must have insurance coverage for liability, collision, or other property loss. The Commission must be made an additional insured for liability policies and the loss payee for collision or property insurance coverage.



Monica Marquardt

From: Echevarry, Monica <Monica.Echevarry@dot.state.fl.us>
Sent: Friday, May 1, 2026 12:25 PM
To: Monica Marquardt
Subject: RE: Donation

Follow Up Flag: Follow up
Flag Status: Completed

Sorry not lien, I meant title.

Kindly,



Monica Echevarry
Area 2 Project Manager
Phone (850) 410-5718
Email: monica.echevarry@dot.state.fl.us
Website: www.fdot.gov/ctd

From: Echevarry, Monica
Sent: Friday, May 1, 2026 12:23 PM
To: 'Monica Marquardt' <monica.marquardt@ridesvta.com>
Subject: RE: Donation

Hi Monica,

Thank you. As this is SVTA's vehicle and SVTA holds the lien, you can proceed with donating it as intended.

Kindly,



Monica Echevarry
Area 2 Project Manager
Phone (850) 410-5718
Email: monica.echevarry@dot.state.fl.us
Website: www.fdot.gov/ctd

From: Monica Marquardt <monica.marquardt@ridesvta.com>
Sent: Friday, May 1, 2026 12:03 PM
To: Echevarry, Monica <Monica.Echevarry@dot.state.fl.us>
Subject: RE: Donation



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

[Home](#) > Motor Vehicle Check Detail Information

Vehicle Information

Identification Number: 1FBAX2CM3JKA78499

Year: 2018

Color:

Title Number: 131552163

Title Status: ACTIVE

Title Issue Date: 06/04/2025

Vehicle Type: BU

Make: FORD MOT

Registration Expi

Previous Title St:

Title Type: ELECT

Title Print Date:

Salvage:

Florida Department of Highway Safety and Motor Vehicles

[Home](#) | [Español](#) | [Driver License](#) | [Vehic](#)

Odometer Date: 06/26/2018

Odometer Status: ACTUAL MILEAGE

Total Number of Owners: 1 Owner

Previous Odometer

Previous Odometer

Net Weight: 6838

Lien Information

There are no active liens associated with this vehicle.

Brand Information

There are no brands associated with this vehicle.

Stop Information

There are no stops associated with this vehicle.

Crash Information

Monica Marquardt

Finance & Grants Manager

Suwannee Valley Transit Authority

1907 Voyles Street SW

Live Oak, FL, 32064-4975

<https://www.ridesvta.com/>

386-219-0650 Direct

386-362-5332, ext 0650

352-260-0260 Fax



From: Echevarry, Monica <Monica.Echevarry@dot.state.fl.us>

Sent: Friday, May 1, 2026 12:02 PM

To: Monica Marquardt <monica.marquardt@ridesvta.com>

Subject: RE: Donation

Hi Monica,

Happy Friday!!! Would you be able to share the VIN number to the vehicle you are considering donating to Vivid Visions?

Kindly,



Monica Echevarry

Area 2 Project Manager

Phone (850) 410-5718

Email: monica.echevarry@dot.state.fl.us

Website: www.fdot.gov/ctd

From: Monica Marquardt <monica.marquardt@ridesvta.com>

Sent: Friday, May 1, 2026 10:59 AM

To: Echevarry, Monica <Monica.Echevarry@dot.state.fl.us>

Subject: Donation

EXTERNAL SENDER: Use caution with links and attachments.

Monica,

We own 09 (non-WC transit van) outright. This was paid for with funds from TD, but the lien has been removed, and we have the title. We want to know if we can donate the van to our local domestic violence organization, Vivid Visions. They are currently trying to raise money to buy a new van. They need a van to transport victims of domestic violence to various places. They said that they cannot have them use our service due to privacy concerns. Are we allowed to donate the van?

Monica Marquardt

Finance & Grants Manager

Suwannee Valley Transit Authority

1907 Voyles Street SW

Live Oak, FL, 32064-4975

<https://www.ridesvta.com/>

386-219-0650 Direct

386-362-5332, ext 0650

352-260-0260 Fax



Monica Marquardt

From: Nick Furst
Sent: Tuesday, June 2, 2026 10:49 AM
To: Monica Marquardt
Subject: FW: SVTA Title Release Request

Follow Up Flag: Follow up
Flag Status: Completed

Nicholas Furst

Maintenance & Safety Manager
Suwannee Valley Transit Authority
1907 Voyles Street SW, Live Oak FL 32064
Desk: (386) 362-5332 x6320
Cell: (386) 219-8532
<http://www.ridesvta.com>

From: Mills, Kyle <Kyle.Mills@dot.state.fl.us>
Sent: Tuesday, May 27, 2025 11:12 AM
To: Nick Furst <nick.furst@ridesvta.com>
Cc: Candice Kennon <candice.kennon@ridesvta.com>
Subject: RE: SVTA Title Release Request

Hey Nick,

The lien satisfaction has been mailed out to Highway Safety. It typically takes around two weeks to receive confirmation that the lien has been removed.



Kyle Mills
Area 4 Project Manager
Phone (850) 410-5713
Email: Kyle.Mills@dot.state.fl.us
Website: www.fdot.gov/ctd

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, Florida 32399-0450
Phone (850) 410-5700 Fax (850) 410-5752
TD Helpline 1-800-983-2435

From: Nick Furst <nick.furst@ridesvta.com>
Sent: Tuesday, May 27, 2025 10:36 AM
To: Mills, Kyle <Kyle.Mills@dot.state.fl.us>
Cc: Candice Kennon <candice.kennon@ridesvta.com>
Subject: RE: SVTA Title Release Request

Good morning, Kyle.

Just circling back to see if there are any updates on the lien release.

Thanks,

Nicholas Furst

Maintenance Manager
Suwannee Valley Transit Authority
1907 Voyles Street SW, Live Oak FL 32064
Desk: (386) 362-5332 x6340
Cell: (386) 219-8532
<http://www.ridesvta.com>

From: Nick Furst
Sent: Wednesday, May 14, 2025 3:00 PM
To: Mills, Kyle <kyle.mills@dot.state.fl.us>
Cc: Candice Kennon <candice.kennon@ridesvta.com>
Subject: SVTA Title Release Request

Good afternoon, Kyle.

Please see attached Lien Release Request for SVTA unit 09, VIN 1FBAX2CM3JKA78499.
The original will be mailed as per the instructions on the form.

If you need anything further, please do not hesitate to reach out.

Thanks,

Nicholas Furst

Maintenance Manager
Suwannee Valley Transit Authority
1907 Voyles Street SW, Live Oak FL 32064
Desk: (386) 362-5332 x6340
Cell: (386) 219-8532
<http://www.ridesvta.com>

Suwannee Valley Transit Authority
FY 2025-26 Budget

Revenue	2025-2026 Budget	1st Quarter Total	2nd Quarter Total	3rd Quarter Total	Total YTD Collected
4111 Passenger-Paid Fares	\$ 49,142.56	\$ 8,448.57	\$ 6,552.71	\$ 4,249.13	\$ 19,250.41
4151 Maintenance Services	\$ 1,152.73	\$ -	\$ -	\$ -	\$ -
4152 Donations	\$ 7,864.50	\$ 200.00	\$ 375.00	\$ -	\$ 575.00
4159 Interest Income	\$ 19,162.94	\$ 2,350.23	\$ 1,909.10	\$ 653.29	\$ 4,912.62
4160.1 CDC+	\$ 19,846.09	\$ 2,407.04	\$ 2,783.66	\$ 2,106.00	\$ 7,296.70
4160.2 Medwaiver	\$ 289,626.81	\$ 39,823.19	\$ 43,828.73	\$ 31,334.64	\$ 114,986.56
4160.3 Ryan White	\$ 262.50	\$ 39.00	\$ -	\$ -	\$ 39.00
4160.4 SREC	\$ 24,999.96	\$ 6,249.99	\$ 6,249.99	\$ 4,166.66	\$ 16,666.64
4180 Extraordinary & Special Items	\$ -	\$ -	\$ -	\$ 237.04	\$ 237.04
4300 Local Government Funds	\$ 114,458.40	\$ 28,285.65	\$ 54,808.65	\$ -	\$ 83,094.30
4400.1 Trip & Equipment	\$ 730,176.00	\$ 127,682.72	\$ 82,384.49	\$ 58,004.90	\$ 268,072.11
4630 Sales & Disposals of Assets	\$ 15,000.00	\$ -	\$ -	\$ 6,975.00	\$ 6,975.00
5311 (G3C12)24-25	\$ 604,979.00	\$ 98,661.23		\$ -	\$ 98,661.23
5311 (G3C13) 24-25	\$ 124,932.00	\$ 31,143.41	\$ -	\$ -	\$ 31,143.41
5311 (G3C14) 24-25	\$ 389,343.00	\$ 74,481.18	\$ -	\$ -	\$ 74,481.18
Columbia 5311 (25-26) Pending	\$ 1,114,980.00	\$ -	\$ -	\$ -	\$ -
Hamilton 5311 (25-26) Pending	\$ 377,007.00	\$ -	\$ -	\$ -	\$ -
Suwannee 5311 (25-26)Pending	\$ 546,782.00	\$ -	\$ -	\$ -	\$ -
Disability Determinations	\$ 73.79	\$ -	\$ -	\$ -	\$ -
Vocational Rehab	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 4,429,789.29	\$ 419,772.21	\$ 198,892.33	\$ 107,726.66	\$ 726,391.20
Capital Grant					
5310 (G3B95) (24-25) (2 Buses)	\$ 337,413.00	\$ -	\$ -	\$ 288,190.80	\$ 288,190.80
5310 G3P49 (25-26) (Facility Upgrades)	\$ 194,085.00	\$ -	\$ -	\$ -	\$ -
5339 G3N62 (25-26) (2 Buses)	\$ 319,324.00	\$ -	\$ -	\$ -	\$ -
Shirley Conroy (25-26) (Minivan)	\$ 72,956.00	\$ -	\$ -	\$ -	\$ -
4400.2 Trip & Equipment Capital	\$ -	\$ -	\$ 33,393.86	\$ -	\$ 33,393.86
Total Capital Revenue	\$ 923,778.00	\$ -	\$ 33,393.86	\$ 288,190.80	\$ 321,584.66
Grand Total Revenue	\$ 5,353,567.29	\$ 419,772.21	\$ 232,286.19	\$ 395,917.46	\$ 1,047,975.86
Expenses	2025-2026 Budget	1st Quarter Total	2nd Quarter Total	3rd Quarter Total	Total YTD Expense
5011.1 Operations Salary & Wages	\$ 806,174.16	\$ 142,274.35	\$ 143,717.40	\$ 86,974.47	\$ 372,966.22
5011.2 Maintenance Salary & Wages	\$ 153,487.13	\$ 34,389.98	\$ 42,332.14	\$ 23,788.13	\$ 100,510.25
5011.4 General Admin-Salary & Wages	\$ 294,312.72	\$ 47,936.79	\$ 59,263.84	\$ 34,172.00	\$ 141,372.63

Suwannee Valley Transit Authority
FY 2025-26 Budget

5015 Fringe Benefits					
5015.12 Federal Taxes	\$ 14,700.00	\$ 101.38	\$ 936.99	\$ 93.02	\$ 1,131.39
5015.13 Medicare Taxes	\$ 18,182.63	\$ 3,159.82	\$ 3,446.00	\$ 2,037.86	\$ 8,643.68
5015.14 Social Security	\$ 77,746.39	\$ 13,511.00	\$ 14,734.78	\$ 8,713.78	\$ 36,959.56
5015.21 Medical-Health Expenses	\$ 303,774.00	\$ 20,410.62	\$ 52,754.16	\$ 13,188.54	\$ 86,353.32
5015.22 Dental & Vision-Health Expenses (Employee Paid)	\$ -	\$ 182.84	\$ (161.28)	\$ 50.29	\$ 71.85
5015.23 TransAmerica-Health Expenses (Employee Paid)	\$ -	\$ 0.12	\$ (72.94)	\$ 42.06	\$ (30.76)
5015.244 Aflac - Health Expense	\$ 10,461.12	\$ 2,863.66	\$ 2,750.04	\$ 3,178.41	\$ 8,792.11
5015.24 Aflac - Health Expense (Employee Paid)	\$ -	\$ 670.61	\$ (906.67)	\$ 594.09	\$ 358.03
5015.25 Liberty National (Employee Paid)	\$ -	\$ 314.50	\$ (828.55)	\$ (56.92)	\$ (570.97)
5015.33 Retirement Costs	\$ 219,030.88	\$ 33,745.05	\$ 38,146.35	\$ 22,142.08	\$ 94,033.48
5015.3 Retirement Costs (Employee Paid)	\$ -	\$ 0.62	\$ 0.57	\$ 0.35	\$ 1.54
5090.46 Fines & Penalties		\$ 1.74	\$ -	\$ -	\$ 1.74
5015.41 Uniforms (Operations)	\$ 4,500.00	\$ -	\$ 2,059.83	\$ 706.40	\$ 2,766.23
5015.42 Uniforms (Maintenance)	\$ 3,650.64	\$ 799.83	\$ 846.60	\$ 549.72	\$ 2,196.15
5020 Services	2025-2026 Budget	1st Quarter Total	2nd Quarter Total	3rd Quarter Total	Total YTD Expense
5020.10 Pest Control	\$ 592.70	\$ 599.76	\$ -	\$ -	\$ 599.76
5020.11 Custodial Services	\$ 7,434.00	\$ 1,755.00	\$ 1,302.50	\$ 1,115.38	\$ 4,172.88
5020.12 Shredding Services	\$ 830.76	\$ 165.02	\$ 175.76	\$ -	\$ 340.78
5020.13 Generator Services (Maint.)	\$ 865.20	\$ -	\$ 425.00	\$ -	\$ 425.00
5020.15 Fire Extinguisher Services	\$ 968.10	\$ 1,271.00	\$ -	\$ -	\$ 1,271.00
5020.17 Vehicle Wrap & Paint	\$ 26,320.00	\$ 2,217.60	\$ 9,644.80	\$ 6,768.00	\$ 18,630.40
Expenses					
5020.1 Drug & Alcohol Screenings	\$ 1,879.20	\$ 140.00	\$ 140.00	\$ 175.00	\$ 455.00
5020.2 Background Screenings	\$ 500.00	\$ 68.00	\$ 158.00	\$ -	\$ 226.00
5020.3 Medical Examination	\$ 1,210.00	\$ 220.00	\$ 660.00	\$ -	\$ 880.00
5020.4 Legal Services	\$ 3,764.25	\$ 1,510.50	\$ 5,434.00	\$ -	\$ 6,944.50
5020.5 Board Secretary	\$ 1,925.00	\$ 600.00	\$ 600.00	\$ 300.00	\$ 1,500.00
5020.9 Finance & Accounting Services	\$ 32,700.00	\$ -	\$ -	\$ -	\$ -
5020.6 Information Technology	\$ 29,166.01	\$ 8,993.17	\$ 7,863.88	\$ 1,915.00	\$ 18,772.05
5020.7 Web Services	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -
5020.91 Payroll Services	\$ 15,279.41	\$ 2,318.38	\$ 2,123.56	\$ 1,112.47	\$ 5,554.41
5030 Materials and Supplies					
5031 Fuel & Lubricants	\$ 191,860.85	\$ 29,072.26	\$ 25,991.74	\$ 16,614.33	\$ 71,678.33

Suwannee Valley Transit Authority
FY 2025-26 Budget

5032.1 Tires and Tubes	\$	8,993.52	\$	724.09	\$	999.10	\$	-	\$	1,723.19
50392b2 Shop Supplies	\$	6,294.25	\$	182.50	\$	403.62	\$	125.68	\$	711.80
5039.2b Vehicle Maint & Repair	\$	1,170.52	\$	200.89	\$	-	\$	8,156.72	\$	8,357.61
50392b1 Parts	\$	47,269.36	\$	3,917.39	\$	3,304.32	\$	5,157.61	\$	12,379.32
5039.3 Facility Maintenance	\$	10,500.00	\$	107.92	\$	125.00	\$	-	\$	232.92
Pending Facility Upgrades	\$	300,000.00	\$	-	\$	-	\$	-	\$	-
50393a Maint of Vehicle Equipment	\$	420.00	\$	280.00	\$	-	\$	-	\$	280.00
5039.3e Facility Materials & Supplies	\$	2,523.59	\$	-	\$	45.98	\$	26.70	\$	72.68
50393e1 Janitorial Supplies	\$	321.30	\$	-	\$	-	\$	-	\$	-
5039.4F Office Supplies	\$	15,750.00	\$	2,030.35	\$	4,206.96	\$	1,562.95	\$	7,800.26
50394F1 Postage	\$	1,807.32	\$	243.70	\$	139.88	\$	100.00	\$	483.58
5039.5 Information Technology Material	\$	335.33	\$	-	\$	-	\$	-	\$	-

Suwannee Valley Transit Authority
FY 2025-26 Budget

Expenses						
5040 Utilities						
5040.21 Propane & Gas for Bldg	\$	882.00	\$	-	\$	-
5040.22 Water, Sewer, & Garbage	\$	6,218.88	\$	1,058.36	\$	2,476.29
5040.23 Telephone	\$	19,804.79	\$	3,098.81	\$	5,515.35
5040.26 Internet	\$	12,814.77	\$	2,276.10	\$	6,723.01
5040.27 Cell Phones & Tablets	\$	15,000.00	\$	2,998.75	\$	6,253.63
5040.2 Electricity	\$	14,749.35	\$	2,143.07	\$	5,810.85
5050 Casualty and Liability Costs	\$	118,650.00	\$	61,273.26	\$	152,531.00
5060 Taxes	\$	407.19	\$	38.15	\$	136.15
5090 Miscellaneous Expenses	\$	12.60	\$	-	\$	-
5090.12 Travel & Training	\$	9,450.00	\$	2,965.39	\$	8,580.49
5090.41 Dues & Subscriptions	\$	1,260.00	\$	2,555.00	\$	3,392.64
5090.44 Entertainment Expense			\$	43.10	\$	211.05
5090.48 Advertisements	\$	1,838.74	\$	613.74	\$	1,548.31
5220 Operating Lease Expenses						
5220.1 Postage Lease Expense	\$	554.40	\$	132.00	\$	132.00
5220.2 Water Cooler Lease Expense	\$	441.00	\$	105.00	\$	245.00
5220.4 Copier - Lease	\$	4,973.09	\$	922.63	\$	2,553.39
5220.3 Parking Lease Expense	\$	1,890.00	\$	-	\$	-
5015.26 Bank Service Charges	\$	83.79	\$	-	\$	-
5210 Interest Expense	\$	1.00	\$	-	\$	45.31
6500 Revenue Vehicles	\$	733,102.00	\$	-	\$	320,212.00
6800 Communication/Info Systems	\$	27,892.33	\$	2,513.34	\$	11,351.19
4400.2 Trip & Equipment Capital			\$	-	\$	37,104.29
4500.1 5311-FTA Rural Area G3Q44	\$	-				
Contingency	\$	1,000,000.00	\$	-	\$	-
Total Expenses	\$	4,588,526.26	\$	439,717.14	\$	1,583,869.87
Total Net Profit	\$	765,041.03	\$	(19,944.93)	\$	(857,478.67)

Pending Revenue

Amount	Month	Grant	Status
\$ 66,670.72	Jan-26	5311	Pending Previous Month Approval - 12 Month Average
\$ 66,670.75	Feb-26	5311	Pending Previous Month Approval - 12 Month Average
\$ 66,670.75	Mar-26	5311	Pending Previous Month Approval - 12 Month Average
\$ 66,670.75	Apr-26	5311	Pending Previous Month Approval - 12 Month Average
\$ 66,670.75	May-26	5311	Pending Previous Month Approval - 12 Month Average
\$ 66,670.75	Jun-26	5311	Pending Previous Month Approval - 12 Month Average

Amount	Month	Funds	Status
\$ 1,410.32	April-26	Fuel Tax Return	Payment Due By 11/14/2026

\$ 401,434.79 Total Pending Revenue

Account Balances as of 06/30/2026	
Checking Account	\$ 99,858.01
Match Account	\$ 3,000.09
Interest Account	\$ 772,723.25
CD	\$ 1,043,161.14
Grand Total	\$ 1,918,742.49

SVTA CURRENT POLICY

Section 7 - Leave Policy

7.1 General

- A. Permanent employees as defined in Section One, begin to accrue annual leave and personal time off (PTO) leave upon employment, however, new employees must complete the ninety (90) calendar day probationary period before being eligible for pay out of their accumulated annual leave.
- B. Requests for annual leave will be made in writing at least two weeks prior to the requested date. The employee's request will be made to and approved by the Supervisor. All leave must be earned prior to the request. Seniority will be considered in developing leave schedules, however the scheduling of services to customers will take precedence. *The Administrator or Designee has full authority to establish the operations leave schedule which is subject to change in the event of changing operational or emergency requirements.*
- C. No payment shall be made for accrued personal time off (PTO) leave upon compulsory resignations or dismissal of an employee. Payment for accrued annual and personal time off (PTO) leave upon retirement, resignation or other separations in good standing shall not exceed the maximums discussed in Section 7.2 and 7.3, i.e.: 240 hours each.

7.2 Annual Leave

Employees accrue paid annual leave based on the number of years of employment as indicated in the example schedule below for full time employees. Part time employees' credit shall be prorated according to the actual number of hours worked per month with maximum number of hours coinciding with the full time employees' example below:

0 to 9 years	8 hours per month
10 to 15 years	12 hours per month
Over 15 years	14 hours per month

A maximum of 240 hours of annual leave may be accumulated. Any accumulated in excess of this amount will be forfeited as of December 31 of each year. Employees will be paid for up to 240 hours accrued annual leave upon termination, subject to limitations above. Annual leave will be charged based on hours of work scheduled for an employee.

To assist in future planning, Annual Leave must be taken in week increments based on Agency pay period (Saturday-Friday).

- #### **7.3 Personal time off (PTO) Leave**
- Personal time off (PTO) provides the employee with the flexibility to use their time off to meet their personal needs, while recognizing the individual's responsibility to manage their time off. It is up to the employee to allocate how they will use it for illness, family illness, medical/dental appointments, leave, personal business or emergencies. Request for leave requires approval from your supervisor and must be earned prior to the request.
- (PTO does not replace the Agency's holiday schedule. You will continue to have designated paid holidays each year.)

A. General - Employees accrue a maximum of eight hours of personal time off (PTO) per month for full time employees and prorated for part time employees according to the number of hours worked per month of employment, with no maximum accrual. Personal time off (PTO) is to be considered a privilege, not a right. Personal time off (PTO) will be charged in the amount used. Request for leave requires approval from your supervisor and must be earned prior to the request. Personal time off (PTO) will not be granted for any sickness, injury or disability arising from a felonious act on the part of the employee.

B. Notification Procedure

1. Administrative and Non-Driver – Employees must notify their immediate supervisor or the office at least one hour prior to start time on the first day of absence from job and must sign a statement (employee leave request) concerning the circumstances of said sickness after returning to work and/or at the end of each pay period. Failure to notify may result in loss of pay for the period of absence. Each supervisor must recommend approval or disapproval of personal time off (PTO) leave. Medical proof may be required from the employee before approving payment for leave in any case, and must be submitted for absences over three work days.

2. Drivers- who are sick must notify the supervisory driver or the office in time for a substitute to be found for his assigned schedule. In general, it takes a minimum of one to two hours to do this. While the authority recognizes the likelihood of sudden illnesses, it is essential that no less than one to two hours notice be given in virtually all cases except extreme emergencies. Drivers must also advise the anticipated length of illness so as to optimize the scheduling process (i.e. 1,2, or 3 days, etc.) in all cases, anticipated return to work must be given by 1 pm, the day prior to anticipated return date. Failure to notify will be considered as a lack of responsibility on the part of the employee and employee will be subject to disciplinary action, including possible termination. Failure to notify may also result in loss of pay for the absence. Each supervisor must recommend approval or disapproval of personal time off (PTO) leave. Medical proof may be required from employee before approving payment for leave in any case, and must be submitted for absences of over three work days.

3. Employees- who are attended by a physician must return to work with a written statement from the physician, stating they can safely perform their job. Illnesses not attended by a physician will require a personal certification by the employee as to his or her capability to safely perform their duties. A physician's certification is required for absences of longer than three (3) days. Failure to obtain a doctor's certification by the employee when asked to do so, following a sick call will constitute absence without leave. Any absence without leave is subject to severe disciplinary action.

C. Termination- Employees will not be paid for unused accrued personal time off (PTO) leave upon termination of employment, except as outlined in the incentive program below.

D. Incentive Program- Upon termination by retirement, or resignation in good standing with minimum 10 years active service. Employees will be paid for unused personal time off (PTO) leave at the rate of one-half (1/2) hours pay for each hour of unused personal time off (PTO) leave, up to 150 hours payment for 300 hours accrued personal time off (PTO) leave.

E. Voluntary Leave Transfer Donation Program- Under the Voluntary Leave Transfer Program, a covered employee may donate PTO, annual or compensatory leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. A donation is a gift of hours transferred from one employee to another with compensation being made at the hourly rate of the recipient.

7.4 Military Leave

A. Active Duty- Any permanent employee who enters active military leave of absence without pay which shall extend for 90 calendar days beyond the termination of compulsory service or first enlistment as applicable. Such employees shall be entitled to be restored to the vacated position without loss of

seniority, provided application is made within 90 days of honorable discharge and provided the employee is physically and mentally capable of performing satisfactorily in the position. In the event that a vacated position no longer exists, the employee shall be reemployed in other positions for which he or she is qualified, provided such reemployment does not necessitate the laying off of another employee who was appointed at an earlier date than the person returning from military leave.

- B. Emergency Duty – Any permanent employee who is a member of an organized Military reserve of United States or the National Guard and who is ordered to perform emergency duty under the supervision of the United States Government or the State of Florida, shall be granted leave of absence for up to a period of 17 calendar days. Any such employee shall receive their normal wages, calculated on the basis of standard workweek. A copy of employee's military pay voucher shall be submitted with the request of pay.
- C. Annual Training – An employee, who is a reserve member of the U.S. Armed Forces or the National Guard, shall be eligible for leave of absence for compulsory temporary duty. This includes annual training and other calls to duty for training. The maximum paid leave is 17 calendar days per year. Any such employee shall receive their normal pay for this period. Unpaid military leave may be requested by the employee for absences in excess of this limit, subject to the approval of the administrator. Requests for military leave will be submitted in writing at least 30 days prior to the effective date of the leave. A copy of the employee's military orders shall be submitted with the request for leave pay.

7.5 Funeral Leave

An employee, who has a death in their immediate family, may be granted up to 3 workdays paid leave charged against personal time off (PTO) leave.

An employee may be granted leave due to the death of a near relative or other person at the discretion of the Administrator or Designee, to be charged against personal time off (PTO) leave.

7.6 Medical Leave of Absence

Leave without pay, for medical reasons only, may be approved by the Board. Such leave will be limited to six months. The Authority will pay its portion of health insurance plan premium provided the employee will continue to pay his or her portion of the premium.

7.7 Personal Leave

Should it be necessary to be absent from work for personal reasons, an employee may request leave without pay. Such leave must be requested 2 weeks in advance in writing, if possible. The Administrator upon recommendation of the immediate supervisor may approve such requests for a period not to exceed 90 workdays in a calendar year.

7.8 Other Excused Absences

The Administrator upon the recommendation of the immediate supervisor may excuse employees without charge for leave for reasons including the following

- A. Time to vote (not to exceed one hour).
- B. Donating blood.
- C. Attend authorized meetings scheduled during working hours
- D. Jury Duty, Subpoena witness, or court appearances not on the employee's own behalf.

In no case shall the combination of excused absence pay and the compensation payments for the above reasons be allowed to exceed the amount of the employee's regular pay.

7.9 Tardiness

- 1. Drivers – Shall refer to the Operations Manual in Section III, Item 1.
- 2. Administrative and Non-Drivers – Is any failure to report in person to an assigned station on or before the specified time for duty. Failure to report for duty on time up to and through the time period you do

not report for duty constitutes Absence Without Leave and may result in loss of pay for the period of absence. Each supervisor must recommend approving or disapproving payment for tardiness time periods. Employees guilty of such violations shall be reprimanded accordingly.

7.10 Absence With Out Leave

An employee who is absent from work without approved leave is subject to disciplinary action including dismissal. After the employee has been absent for 3 consecutive workdays, he or she shall be deemed to have abandoned his or her employment and resigned.

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GENERAL LEAVE POLICY (PROPOSED)	
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: _____ Revision Date: _____ Section 7 Leave Policy
SUBJECT: Section 7 Leave policy	
Approved By:	
Candice Kennon, Administrator	

SECTION 7 LEAVE POLICY

7.1 General Leave Information

- A. All regular full-time and part-time permanent employees earn annual and sick leave at the rates specified in this policy. Regular permanent part-time employees who work a routine schedule of at least twenty (20) hours per week earn pro-rated annual and sick leave in proportion to full-time equivalent. Regular part-time employees who are routinely scheduled to work less than twenty (20) hours per week do not earn annual or sick leave. A routine schedule of at least twenty (20) hours per week means a permanent, regular assignment of a duration lasting at least eight weeks.
- B. Requests to use annual leave should be submitted in writing at least one (1) calendar week in advance. Requests will be made to the employees' supervisor. Seniority will be considered in developing leave schedules, however the scheduling of services to customers will take precedence. *The Administrator or Designee has full authority to establish the operations leave schedule which is subject to change in the event of changing operational or emergency requirements.*
- C. Requests to use sick leave should be submitted in writing as soon as practicable when sick leave is needed, such as for scheduled doctor's appointments. If an employee fails to call in sick prior to the start of the scheduled workday, they will not be permitted to use sick leave, but instead, will be placed on leave without pay for that shift.
- D. Upon the date of implementation of this Policy, all pending PTO leave will be rolled into sick leave.

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- E. No payment shall be made for accrued sick leave or annual leave upon compulsorily resignation or dismissal of an employee. Payment for accrued annual leave and sick leave upon retirement, resignation, or other separations in good standing shall need to meet the payment/forfeiture under the Section 7.2E and 7.3F.

7.2 Annual Leave

- A. **Eligibility and Accrual Rates** – All regular full-time and permanent part-time employees earn annual leave at the rates specified in this policy. If eligible, annual leave will begin to accrue immediately upon hire, however, accrued annual leave may not be utilized until the employee has successfully completed the ninety (90) day probationary period. Exceptions to the ninety (90) days probationary period may be made at the discretion of the Administrator.

Full-Time Employees

Length of Service	Hours Accrued per Biweekly Pay Period
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0 to 5 years	4 hours
5 to 10 years	5 hours
Over 10 years	6 hours

Permanent Part-Time Employees

0 to 5 years	2 hours
5 to 10 years	2.5 hours
Over 10 years	3 hours

- B. **Computation of Annual Leave** – Regular full-time and permanent part-time employees accrue annual leave based on the length of continuous service with SVTA. Temporary, on-call, and non-regular employees shall not be eligible to accrue Annual leave. Annual leave shall be accrued and credited at the end of each pay period, provided the employee is in an active pay status (not on leave without pay or under suspension). Annual leave may not be used in increments smaller than one-quarter (¼) hour. SVTA encourages employees to take their accrued annual leave within the calendar year.
- C. **Maximum Time Accumulated** – Employees may carry over unused annual leave from one (1) calendar year to the next. The maximum allowable accumulation of annual leave is two hundred forty (240) hours. Any accumulation balance exceeding two hundred forty (240) hours as of December 31st each year will be automatically converted to sick leave and added to the employee's sick leave balance.
- D. **Use of Annual Leave** – Requests for the use of annual leave shall be submitted in writing to the immediate Supervisor at least one (1) calendar week in advance, whenever practicable. Approval of annual leave shall be at the discretion of the Supervisor or his/her designee, who shall take into consideration departmental workload requirements and operational needs when reviewing such requests.

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Every reasonable effort shall be made to accommodate employee requests for annual leave consistent with the efficient operation of the department. Annual leave shall not be used to offset or cover instances of tardiness.

The Administrator or his/her designee shall have full authority to establish and modify the operational leave schedule as necessary to meet changing operational demands or emergency requirements.

- E. **Payment/Forfeiture of Unused Annual Leave** – Upon separation of employment due to retirement or resignation in good standing, and with a minimum of one (1) year of active service, employees shall be compensated for unused annual leave up to a maximum of two hundred forty (240) hours of accrued leave.

Employees who resign without providing at least two (2) weeks' notice, who are dismissed for cause, or who separate from employment prior to completing one (1) year of active service shall forfeit all accrued annual leave and shall not be eligible for payment of unused annual leave.

7.3 Sick Leave (no longer called PTO) – Starting with pay period May 16, 2026, PTO (Paid Time Off) no longer exists. Employees shall retain their remaining PTO hour(s) balance. However, once the employee exhausts all PTO time, they will no longer have PTO time. Employees may retain accrued PTO; however, all PTO must be used before taking Annual Leave or Sick Leave. Any unused PTO balance as of December 31, 2026, will be converted to Sick Leave.

- A. **Eligibility and Accrual Rates** – All regular full-time and permanent part-time employees shall accrue sick leave at the rates established in this policy. Temporary, on-call, and non-regular employees shall not be eligible to accrue sick leave. Eligible employees shall begin accruing sick leave immediately upon hire; however, accrued sick leave may not be utilized until the employee has successfully completed the ninety (90) day probationary period. Exceptions to the ninety (90) days probationary period may be made at the discretion of the Administrator.

Biweekly Pay Period:

Full-Time Employees - Four (4) Hours.

Permanent Part-Time Employees – Two (2) Hours.

- B. **Computation of Sick Leave** – Sick leave shall be accrued and credited at the end of each pay period, provided the employee is in an active pay status (not on leave without pay or under suspension).
- C. **Maximum Time Accumulated** – The maximum allowable accumulation of sick time shall not exceed one thousand (1,000) hours. Once an employee's sick leave balance reaches the maximum limit of one thousand (1,000) hours, no additional sick leave shall be accumulated until the balance falls below the established cap. When the balance decreases below the cap, accrual shall resume at

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the standard rate. No retroactive credit shall be granted for time worked while the employee's balance as at the maximum accumulated limit.

- D. **Use of Sick Leave** – Sick leave may be approved for the following purposes: the employee's personal illness or injury; illness of an immediate family member; medical, optical, or dental appointments; general medical leave; or other health-related appointments or emergencies.

Whenever practicable, such as for known doctor's appointments, requests for sick leave shall be submitted in writing at least one (1) calendar week in advance and approved by the employee's Supervisor. In cases of sudden illness or emergency where advance notice is not possible, the employee shall notify the Supervisor as soon as possible before the beginning of the scheduled work shift and generally identify the reason for the need for sick leave, but only in such detail to ascertain whether the use of sick leave is authorized.

Employees who utilize three (3) or more consecutive days of sick leave may be required to provide a doctor's note. Employees who abuse or who otherwise use an excessive amount of sick leave may be required to provide a doctor's note.

E. **Notification Procedure**

- a) **Administrative and Non-Driver** – Employees must notify their immediate supervisor or the office at least one (1) hour prior to start time on the first day of absence from job and must sign a statement (employee leave request) concerning the circumstances of said sickness after returning to work and/or at the end of each pay period. Failure to notify supervisor may result in loss of pay for the period of absence. Each supervisor must recommend approval or disapproval of sick leave.
- b) **Drivers** – who are sick must notify the supervisor or the office in time for a substitute to be found for his/her assigned schedule. In general, it takes a minimum of one (1) to two (2) hours to do this. While the Authority recognizes the likelihood of sudden illnesses, it is essential that no less than one (1) to two (2) hours' notice be given in most all cases except extreme emergencies. Drivers must also advise the anticipated length of illness to optimize the scheduling process (i.e., 1, 2, or 3 days, etc.) in all cases, anticipated return to work must be given by 1:00 p.m., the day prior to anticipated return date. Failure to notify will be considered as a lack of responsibility on the part of the employee and employee will be subject to disciplinary action, including up to termination. Failure to timely notify your supervisor may also result in loss of pay for the absence. Each supervisor must recommend approval or disapproval of sick leave.

- F. **Payment/Forfeiture of Unused Sick Leave** – Upon separation of employment from SVTA in good standing by retirement, or resignation with a minimum of ten (10) years of active service, employees will be paid for unused sick leave at the rate of one-quarter (1/4) hours pay for each hour of accrued sick leave, up to a maximum of two hundred (200) hours. Employees who separate

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from employment without meeting the eligibility criteria forfeit all unused sick leave and will not receive payment for accrued hours.

- G. **Voluntary Leave Transfer Donation Program** – The Voluntary Leave Transfer Program allows eligible employees to donate leave (sick, annual, or compensatory) to another employee who is experiencing a personal or family medical emergency and has exhausted all available paid leave. The employee recipient must have at least one (1) year of active service. All requests for donations are subject to approval by the Administrator on a case-by-case basis **with a cap of eighty (80) hours, however the cap can be at the administrator's discretion.** Donated hours are credited at the recipient's hourly rate, and the donated employee does not receive compensation for the hours given. Employees may not be compelled to donate leave.

7.4 **Compensatory Time**

- A. **Purpose** – This policy establishes uniform rules for authorization, accrual, use, recordkeeping, and payout of compensatory time (“comp time”) for eligible employees, consistent with applicable federal and Florida law. Agencies must maintain accurate time and leave records.

B. Application - This policy applies to all exempt employees. The definition of exempt is as follows: a salaried employee who earns more than \$684.00 per week, gross salary, and who serves in a professional, executive or administrative exemption.

C. **Definitions**

- a) **Fair Labor Standard Act (FLSA) Non-Exempt (Overtime-Eligible):** Employees entitled to overtime pay under the FLSA.
- b) **FLSA Compensatory Time (“FLSA Comp Time”):** Paid time off granted in lieu of cash overtime for eligible public employees, earned at not less than one and a half (1.5) hours per overtime hour worked.
- c) **Regular Compensatory Leave (“Regular Comp Leave”):** Hour-for-hour compensatory leave for certain excluded employees when required to work beyond the regular/approved extended work period, subject to limits and forfeiture rules.
- d) **Special Compensatory Leave (“Special Comp Leave”):** Compensatory leave credits that may be paid out or compelled for use under specified conditions.
- e) **EXEMPT** employees are employees who, because of their positional duties, responsibilities, compensation level and level of discretionary decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- f) **NON-EXEMPT** employees are employees who, because of the type of duties performed, the usual level of decision-making authority, and the level of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. The definition of exempt is as follows: a salaried employee who earns more than \$684.00 per week, gross salary, and who serves in a professional, executive or administrative exemption. An exempt employee, as defined above, may accumulate comp time, if he or she worked more than 80 hours per bi-weekly pay period, on an

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hour per hour basis. SVTA's work week begins on Saturday and runs through Friday. All exempt employees must obtain prior approval, when possible, from the Administrator before earning comp time. The Administrator does not earn comp time.

D. General Rules

- a) Overtime/Comp Time must be authorized. Employees may not work overtime unless approved in advance by a supervisor/manager, except in emergencies (which must be reported and approved as soon as practicable).
- b) No "off-the-clock" work. All hours worked must be recorded (Agency recordkeeping is required).
- c) Comp time may not be used to evade overtime obligations. Non-exempt employees must receive overtime compensation (cash or lawful FLSA comp time).

E. Accrual of FLSA Comp Time (Non-Exempt)

- a) Accrual Rate: FLSA comp time is credited at one and a half (1.5) hours for each overtime hour worked.
- b) Crediting: FLSA comp time will be credited at the end of the applicable workweek/work period consistent with Agency timekeeping practices.
- c) Accrual Caps: FLSA comp time will not exceed the statutory maximum (240 hours).
- d) When Cap is Reached: Once the cap is reached, further overtime must be paid in cash overtime as required by the FLSA.

F. Requesting and Using FLSA Comp Time

- a) Employee Requests: Employees should request use of comp time through the Agency leave system.
- b) Reasonable Period / Undue Disruption Standard: Requests must be granted within a reasonable period unless doing so is unduly disruptive to Agency operations.
- c) Supervisors may establish reasonable scheduling rules to ensure coverage, consistent with the "unduly disrupt" standard.

G. Payout / Cash-Out

- a) The Agency may cash out accrued FLSA comp time in accordance with federal regulations (payments may be made at any time at the regular rate at payment time).
- b) Upon separation, the Agency will pay out unused FLSA comp time as required by law.
- c) For state personnel system covered employees, agency payout practices should also conform to the applicable Florida administrative rules governing payment timing and limits where adopted.
- d) Unused Compensatory Time (in accordance with Section 5.4)
 - a. Compensatory time earned must be used within ninety (90) days calendar days following the pay period in which it was earned, or it will be forfeited.
 - b. Salaried (exempt) employees shall not receive monetary payments for compensatory time, except in the event of their resignation.
 - c.

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H. Prohibited Conduct

- a) Working overtime without authorization (subject to discipline; still must be paid if worked).
- b) Altering or falsifying time/leave records.
- c) Coercing an employee to accept comp time in a manner inconsistent with law.

7.5 Personal Holiday

Upon completing the initial orientation period, eligible permanent full-time employees will be granted an eight (8) hour personal holiday, regular permanent part-time employees will be granted a four (4) hour personal holiday. The personal holiday must be taken during the fiscal year (October 1 – September 30). Use of the personal holiday must be approved in advance by the employee's supervisor. The holiday must be taken entirely and may not be broken up. Personal holidays that are not used during the fiscal year will be forfeited. Unused personal holidays will not be paid out upon separation of employment, regardless of the reason.

7.6 Military Leave

- A. **Active Duty** – Any regular full or part-time permanent employee who enters active military leave of absence without pay which shall extend for ninety (90) calendar days beyond the termination of compulsory service or first enlistment as applicable. Such employees shall be entitled to be restored to the position vacated without loss of seniority, provided application is made within ninety (90) days of honorable discharge or release from orders and provided the employee is physically and mentally capable of performing satisfactorily in the position. If a vacated position no longer exists, the employee shall be reemployed in other positions for which he or she is qualified, provided such reemployment does not necessitate the laying off another employee who was appointed at an earlier date than the person returning from military leave.
- B. **Emergency Duty** – Any regular permanent full or part-time employee who is a member of an organized Military reserve of United States or the National Guard and who is ordered to perform emergency duty under the supervision of the United States Government or the State of Florida, shall be granted leave of absence for up to a period of seventeen (17) calendar days. Any such employee shall receive their normal wages, calculation based on standard a workweek. A copy of employee's military pay voucher shall be submitted with the request of pay.
- C. **Annual Training** – An employee, who is a reserve member of the U.S. Armed Forces, the National Guard, or the Florida State Guard, shall be eligible for leave of absence for compulsory temporary duty. This includes annual training and other calls to duty for training. The maximum paid leave is seventeen (17) calendar days per year. Any such employee shall receive their normal pay for this period. Unpaid military leave may be requested by the employee for absences more than this limit, subject to the approval of the Administrator. Requests for military leave will be submitted in writing at least thirty (30) days prior to the

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effective date of leave. A copy of the employees' military orders shall be submitted with the request for leave pay.

7.7 Bereavement Leave

In the event of the death of an employee's immediate family member (Section 1 Immediate Family) all regular employees are eligible for bereavement leave not to exceed three (3) consecutive calendar working days (eight (8) hours x three (3) days for full-time employee and four (4) hours x three (3) days for part-time employees). Proof of death and the relationship to the employee may be required. An employee may be granted leave due to the death of a near relative or other person at the discretion of the Administrator or Designee, to be charged against sick leave. Any requests for changes outside of three consecutive workdays will be subject to the Administrator's discretion.

7.8 Medical Leave of Absence

Employees requiring extended leave for medical reasons may request unpaid leave of absence, after all their accrued leave will be exhausted (i.e. annual and sick leave) consistent with the Family Medical Leave Act ("FMLA"). SVTA will continue to pay its portion of the employee's health insurance premiums during the approved period, provided the employee continues their contribution. At no time will the SVTA be required to pay the employee's portion of health or other insurance.

7.9 Other Excused Absences

The Administrator may excuse employees without charge for leave for reasons including the following:

- a) Time to vote (not to exceed one (1) hour).
- b) Donating blood (not to exceed one (1) hour).
- c) Jury Duty
- d) Subpoena related to work

In no case shall the combination of excused absence pay and the compensation payments for the above reasons be allowed to exceed the amount of the employee's regular pay.

7.10 Tardiness

Tardiness will be treated as unpaid leave of absence unless a Department Head and/or Supervisor, at their sole discretion, is convinced that circumstances warrant the use of annual leave. Tardiness is defined as a failure to report in person to an assigned workstation on or before the time the employee is scheduled to appear.

7.11 Absence without Leave

An employee who is absent from work without approved leave is subject to disciplinary action up to and including dismissal. If the employee has been absent for three (3) consecutive workdays

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without notification, the employee shall be deemed to have abandoned his or her employment and resigned. Under these circumstances, an employee will not be eligible for rehire.

7.12 Leave without Pay (LWOP)

Leave Without Pay (LWOP) is permitted only after all accrued leave (Annual Leave, Sick Leave, and Compensatory Time) has been exhausted. LWOP is not encouraged and will be evaluated on a case-by-case basis, subject to approval by the Administrator. LWOP may be designated for FMLA purposes once all available leave has been exhausted.

Leave Without Pay (LWOP) may be granted only after all accrued leave, including Annual Leave, Sick Leave, and Compensatory Time, has been exhausted. LWOP is generally discouraged and will be considered on a case-by-case basis, subject to approval by the Administrator. Once all available paid leave has been exhausted, LWOP may be designated for purposes of the Family and Medical Leave Act (FMLA), as applicable.