



Workforce Transition

Accumulated Leave Options for Career Service Employees Following Layoff

1. I request payment of annual leave.
2. I request that annual leave be held "in abeyance" (retained up to a maximum of one year, pending reemployment).
3. I request payment of sick leave.
4. I request that sick leave be held in abeyance.
5. I request continuation of the State Health and Life Insurance
NOTE: By checking this box, you are notifying the agency of your intent to continue these benefits. You will be sent a layoff packet from the People First Service Center explaining your rights and obligations with regard to keeping your benefits active.

Signature of Employee

Date

People First ID Number:

Return to Human Resources

Mailing Address:

Florida Department of Revenue
Human Resource Office
Mail Stop 1-3411
5050 W. Tennessee Street
Tallahassee, FL 32399-0115