

POLICE AND FIRE PENSION FUND

One West Adams Street, Suite 100
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M E M O R A N D U M

Date: October 7, 2015

To: Larry Schmitt, Board Chair

From: Devin Carter, CPA, Controller

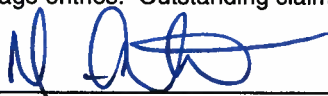
Subject: Unused Annual Leave Payment for John Keane

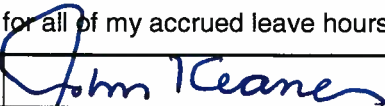
This memorandum is for approval of unused annual leave credits for John Keane, former Executive Director - Administrator, in accordance with Section 7.1(3) of the Jacksonville Police and Fire Pension Fund Board of Trustees Salary and Employment Plan.

John Keane retired on September 30, 2015 and had 806 hours of unused accrued annual leave.

cc: Board of Trustees

LEAVE PAYMENT REQUEST

DEPT NAME:		ORGANIZATION:		BARGAINING UNIT:			
N/A		Police and Fire Pension Fund		37			
EMPLOYEE NAME:		John Keane		EIN:	N/A		
ADDRESS: N/A							
CITY:	Jacksonville	STATE:	FL	ZIP:	N/A		
SEPARATION DATE:		9/30/2015	LAST DATE WORKED:		9/30/2015		
LAST DATE OF HIRE:		N/A	ADJUSTED EMP DATE:		N/A		
Original Hire Date:		8/1/1990					
REASON FOR PAYMENT: (CHOOSE ONE:)		RETIREMENT	RESIGNATION	TERMINATION	DEATH		
		X					
Leave Plan E Annual Leave		Leave Plan H		Leave Plan P		Compensatory Leave, if applicable	Banked Holidays
Date of Balance	# of Hours	Date of Balance	# of Hours	Date of Balance	# of Hours	Date of Balance	# of Hours
9/30/15	806.00						
Leave Plan E Retirement/Sick		100% for 5 years; or 75%		100% for 10 years; or 75%		Not applicable to Appointed and M&C Exempt positions, unless exceptions approved.	
Date of Balance	# of Hours	Multiple Hours by: .75 or 1.00		Multiple Hours by: .75 or 1.00			
9/30/15	0		1.00				
Total Plan E:	806.00	Total Plan H:		Total Plan P:			
<p>This is to certify the above named employee has accrued the amount of leave shown and the balance of hours available for payment is true and correct. Further adjustments to the leave balance may be required for pending leave accrual and leave usage entries. Outstanding claims may be deducted from the net payment.</p>							
						DATE: 10/7/2015	
DEPARTMENT MANAGER or DESIGNEE SIGNATURE						DATE	
_____						_____	
DIRECTOR OF POLICE AND FIRE PENSION FUND or DESIGNEE SIGNATURE							

3. I elect to receive payment for all of my accrued leave hours.							
EMPLOYEE SIGNATURE: 						DATE:	

Police and Fire Pension Fund (7395) - SL7395

Invoice Number: 201430 **Batch Number:** 10/9/2015
Invoice Date: 10/9/2015 **Period Ending:** 10/9/2015

Keane				
GROSS WAGES	\$ 119,932.80	+	\$ 119,932.80	
NON-CASH FRINGE BENEFITS	\$ -	+	\$ -	
NC-NONCASH Emp=28.81 (Regular Pay)	\$ 119,932.80		\$ 119,932.80	Equals
NC-NONCASH Emp=2.74 (Regular Pay)	\$ -		\$ -	
SOCIAL SECURITY FICA	\$ -	+	\$ -	Equals 02101 to IRS
MEDICARE	\$ 1,739.03	+	\$ 1,739.03	Equals 02102 to IRS
MEDICARE SURCHARGE	\$ 1,079.40		\$ -	Employer matching FICA @ 6.20%
			\$ 1,739.03	Employer matching MedTax @ 1.45%
FEDERAL UNEMPLOYMENT	\$ -		\$ -	Total Combined FICA & MedTax
STATE UNEMPLOYMENT	\$ -		\$ -	
OTHER STATE & LOCAL TAXES	\$ -		\$ -	
PAYROLL CHECK FEE	\$ 2.30		\$ 22.30	Equals 04938 to Oasis
PAYROLL BASE CHARGE	\$ 20.00		\$ -	
PAYROLL YEAR END SERVICE FEE	\$ -		\$ -	
NEW EE SET UP-PART TIME	\$ -		\$ -	
YEAR END SERVICE FEE ASO W2 FEE Emp 10.50	\$ -		\$ -	
EMPLOYEE 457 - Great West	\$ -		\$ -	Equals 22904/229178 by Employer
EMPLOYEE SERP 7%	\$ -		\$ -	
			Subtotal	\$ 121,694.13
			Total Invoice	\$ 121,694.13

NOTE:
 Employee FICA @ 6.2% and MedTax @ 1.45%
 Employee FICA @ 6.2% and MedTax @ 1.45%

Note: FICA limit for 2015 is \$118,500
Employee MedTax has a 0.9% surcharge for Wages > \$250,000 Married OR > \$200,000 Single.

(50 Days x 8 Hours) /26 Pay Periods=15.3846 Hrs. per PR

VACATION ACCRUAL			Comp Time	
15.3846	SOLD	BALANCE		
12/19/2014		485.9982	Time	Time
1/2/2015	15.3846	501.3828	Date	
1/16/2015	15.3846	516.7674	Carried Fwd	230.0
1/30/2015	15.3846	532.1520	1/4/2015	6.0
2/13/2015	15.3846	547.5366	1/15/2015	3.0
2/27/2015	15.3846	562.9212	1/19/2015	6.0
3/13/2015	15.3846	578.3058	1/31/2015	5.0
3/27/2015	15.3846	593.6904	2/7/2015	4.0
4/10/2015	15.3846	609.0750	3/22/2015	4.0
4/24/2015	15.3846	624.4596	3/28/2015	2.0
5/8/2015	15.3846	639.8442	5/2/2015	3.0
5/22/2015	15.3846	655.2288	5/2/2015	3.0
6/5/2015	15.3846	670.6134	5/9/2015	6.0
6/19/2015	15.3846	685.9980	5/16/2015	3.0
7/3/2015	15.3846	701.3826	5/17/2015	4.0
7/17/2015	15.3846	716.7672	5/23/2015	4.0
7/31/2015	15.3846	732.1518	5/30/2015	10.0
8/14/2015	15.3846	747.5364	5/31/2015	10.0
8/28/2015	15.3846	762.9210	6/6/2015	6.0
9/11/2015	15.3846	778.3056	6/7/2015	8.0
9/25/2015	15.3846	793.6902		
9/30/2015	12.30768	805.9979		

*15.3846 hours was prorated to 12.30768 reflecting 8 days out of 10. 960 hrs max per contract.

Years of Continual Service Formula	Years of Service	Leave Days per Year	Hours Per Year	Accrual Rate Per Payperiod	Hourly Accruing Rate
Upon completion of	0-4	20	160	6.15	0.0769
Upon completion of	4-9	23	184	7.08	0.0885
Upon completion of	9-14	26	208	8.00	0.1000
Upon completion of	14-19	29	232	8.92	0.1115
Upon completion of	19-24	32	256	9.85	0.1231
Upon completion of	24-29	35	280	10.77	0.1346
Upon completion of	29-34	38	304	11.69	0.1462
Upon completion of	34-39	41	328	12.62	0.1577
Upon completion of	39-44	44	352	13.54	0.1692
Upon completion of	44-49	47	376	14.46	0.1808
Upon completion of	49-54	50	400	15.38	0.1923
Upon completion of	54-59	53	424	16.31	0.2038
Upon completion of	59-64	56	448	17.23	0.2154