



**Gainesville-Alachua County Regional Airport Authority
2026 Employee Benefits Summary**

Leave With Pay:

Bereavement Leave	Three (3) working days in the event of a death in an employee’s immediate family. Bereavement leave must be taken within five (5) days after the death or funeral.										
Holidays	Nine (9) paid holidays: New Year’s Day, Martin Luther King, Jr. Birthday, Memorial Day, Juneteenth (June 19), Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Day, and two (2) Additional Holidays added to Option Holidays hours. <i>(Holiday schedule per CEO’s discretion.)</i>										
Jury Duty	The Authority will pay an employee his/her regular salary for the entire period when called upon for jury duty provided the employee notifies his/her immediate supervisor as soon as possible after receiving a summons for jury duty.										
Military	<i>(Refer to Personnel Policies for leave of absence policies for active military, Reserve or Guard Annual Training, and Reserve or Guard Active Military Service policies.)</i>										
Option Holidays	Two (2) non-cumulative employee option days per fiscal year available after six (6) months of employment. <i>(Fiscal year begins October 1 and ends September 30.)</i>										
Sick Leave Incentive Award	Sick Leave Incentive Award will be given to regular full-time employees who use little or no sick leave during a period of one (1) year. Award is computed on the following basis for each Anniversary year: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Sick Leave Used</u></th> <th style="text-align: left;"><u>Leave Hours Awarded</u></th> </tr> </thead> <tbody> <tr> <td>0 hours to 2 hours</td> <td>32</td> </tr> <tr> <td>3 hrs to 10 hrs</td> <td>24</td> </tr> <tr> <td>11 hrs to 20 hrs</td> <td>16</td> </tr> <tr> <td>More than 20 hrs</td> <td>None</td> </tr> </tbody> </table>	<u>Sick Leave Used</u>	<u>Leave Hours Awarded</u>	0 hours to 2 hours	32	3 hrs to 10 hrs	24	11 hrs to 20 hrs	16	More than 20 hrs	None
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Please refer to the Benefits and Personnel Policies Books for full details regarding the above-listed benefits.



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Vacation Leave	<p>Employees shall accrue annual leave based on their employment date. Six (6) month waiting period to take vacation leave; hours are earned and accrue during the waiting period.</p> <p>Full-time Employees: <u>Length of Service</u> <u>Rate of Accrual /Yr.</u> <u>Annual Hours Earned</u></p> <table border="0" style="margin-left: 40px;"> <tr> <td>1 to 5 years</td> <td>2 weeks</td> <td>80</td> </tr> <tr> <td>5 to 10 years</td> <td>2 weeks and 2 days</td> <td>96</td> </tr> <tr> <td>10 to 15 years</td> <td>3 weeks</td> <td>120</td> </tr> <tr> <td>15 to 20 years</td> <td>3 weeks and 2 days</td> <td>136</td> </tr> <tr> <td>20 to 25 years</td> <td>4 weeks and 1 day</td> <td>168</td> </tr> <tr> <td>25 years or more</td> <td>4 weeks and 2 days</td> <td>176</td> </tr> </table>	1 to 5 years	2 weeks	80	5 to 10 years	2 weeks and 2 days	96	10 to 15 years	3 weeks	120	15 to 20 years	3 weeks and 2 days	136	20 to 25 years	4 weeks and 1 day	168	25 years or more	4 weeks and 2 days	176
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Health Benefits

Health Care Insurance	<p>Florida Blue – Full-time employees may elect to enroll. Enroll within thirty (30) days from the 1st day of employment. Benefits become effective on the 1st day of the month after a waiting period of thirty (30) days.</p>
Dental Insurance	<p>Sun Life Financial - 100% of the cost is paid by the employee PPO or DHMO plans are offered. Enroll within thirty (30) days from the 1st day of employment.</p>

Life Insurance

Group Life Insurance	<p>MetLife - \$50,000 Coverage for all full-time employees – 100% of the cost is paid by GACRAA Benefits reduce to 65% at age 65 and 50% at age 70. Thirty (30) day waiting period.</p>
Voluntary Life Insurance	<p>MetLife – 100% of the cost is paid by employee. All full-time employees are eligible to purchase additional life insurance for themselves and family members. Thirty (30) day waiting period. Newly hired employees may elect up to \$100,000 Guaranteed Issue Life Insurance, Spouse up to \$25,000 Guaranteed Issue, Children up to \$10,000.</p>

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Retirement Plan	
401a	Administered by Mission Square Retirement. To learn more, visit https://www.missionsq.org Participation in this retirement program is mandatory for all full-time employees up to age 65. Employee contribution is 5% of regular gross pay on a pre-tax basis. GACRAA contributes 10%. Employee is vested 100% from first day of employment. Employee may select investment of contributions, at will, from a list of available funds.
457	Administered by Mission Square Retirement. To learn more, visit https://www.missionsq.org Employee may participate in deferred compensation program; this program is similar to the 401a program except that there is no matching contribution from GACRAA. Participation is optional .
Flexible Spending Accounts	
Health Care Reimbursement Account	Administered by Northwest Group Services, Inc. Section 125 Cafeteria Plan providing pre-tax payroll deduction into a Health Care Reimbursement Account. Payroll deduction amount is determined by employee; 2026 maximum is \$3,400.00. Account includes a Flex Convenience Debit Card. Offered to all full-time employees over the age of 21 years.
Dependent Care Reimbursement Account	Administered by Northwest Group Services, Inc. Section 125 Cafeteria Plan providing pre-tax payroll deduction into a Dependent Care Reimbursement Account. Payroll deduction amount is determined by employee; 2026 maximum is \$7,500.00 per household or \$3,750.00 for married individuals filing separately . Offered to all full-time employees over the age of 21 years.
Supplementary Insurance: Colonial Life	
Term Life Insurance Cancer Insurance Short Term Disability Insurance Critical Illness Insurance Universal Life Insurance	All plans are administered by Colonial Supplemental Insurance and are 100% paid by the employee. Consult Colonial Life representative for details.

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