The policies and procedures outlined in this document are the standards to which it is expected all personnel in the College of Arts & Sciences will adhere. These policies and procedures are established in accordance with the policies and procedures of the FSU Board of Trustees and Florida State University governing leave usage by A&P employees. The full policies and procedures can be viewed at http://www.vpfa.fsu.edu/policies/personnel/3e.html.
LEAVE TYPES

Administrative Leave: Leave that is not charged against individual leave balances; granted to maintain full pay status under certain circumstances.

Annual Leave: Regular vacation leave

AWOL: Absence without authorized leave

LWOP: Authorized leave without pay

Sick Leave: Regular sick leave

LEAVE DEFINITIONS

Administrative Leave

Administrative leave is leave that is not charged against individual leave balances and is granted to keep employees in full pay status under certain circumstances. Typically, it is authorized only in an amount necessary to bring an employee up to their regular FTE and/or forty-hour workweek schedule. No type of administrative leave shall be accrued for payment at a later date. Some typical situations in which administrative leave is authorized subject to supervisory approval are:

♦ Civil duty – The Chief Administrative Officer may grant up to two days of administrative leave for civil disorder or disaster for an employee who is a member of a volunteer emergency response team. 6C-5.920(14(g)) SUS Employment Rules.

♦ Jury duty - If an employee is called to serve as a juror or subpoenaed as a witness, administrative leave with pay will be granted, not to exceed the number of hours in the normal work day. Jury or witness fees shall be retained by the employee, unless they fall within the scope of the employee's duties. Administrative leave with pay will not be granted for court attendance if the employee is engaged in personal litigation or is serving as a paid expert witness.

♦ Elections - When employees live such a distance from their assigned work location as to preclude them from voting outside working hours, supervisors may authorize up to two hours of leave with pay to vote.

♦ Short-term military training - Leave with pay shall apply for annual field training or other active duty for training exercises upon presentation of a copy of official orders issued pursuant to the authority of Title 10 or Title 32 United States Code. Such leave shall not exceed 17 workdays within one federal year, except when ordered to active National Guard duty by the state. In such instances, leave with pay will be granted for up to 17 calendar days per occurrence.

♦ Death in immediate family - Upon appropriate request, an employee will be granted two days of leave with pay upon the death of an immediate family member.
- **Athletic competition in Olympic events** - Administrative leave may be granted for athletic competition in Olympic events in accordance with Section 110.118, Florida Statutes.

- **Official emergency closing of university facilities** - Administrative leave shall be provided for official closing of University facilities.

**Annual Leave**
All full-time, twelve-month, Administrative & Professional (A&P) employees will accrue annual leave at the rate of 6.46 hours biweekly. Employees who are in pay status less than a full pay period or part-time will accrue leave at the pro-rated amount.

Leave earned is credited at the end of the last day of the pay period and cannot be used until it is credited.

It is the responsibility of the employee to complete an annual leave request (Pay and Leave Report), and to obtain the approval of his/her supervisor in advance of that leave. Extended vacations of one (1) week or more require at least three (3) weeks advance approval. The advance notice requirements provide supervisors adequate time to plan work schedules. It is recognized that occasionally there may be a need to take leave on short notice, but employees who habitually request leave without proper advance notice, may be denied authorized leave. No leave is approved until the supervisor (or his/her delegate) has indicated this approval to the employee.

Upon termination, an A&P employee may be paid for up to a maximum of 352 hours of unused annual leave. Any accrual earned in excess of 352 hours must be used during the calendar year (prior to December 31) or it will be transferred to the employee’s sick leave balance.

A&P employees who are appointed for a period of nine months or less are not eligible to earn and use annual leave. An individual who resigns from a governmental entity within Florida and is employed by the University may transfer accrued unused annual leave according to a reciprocal agreement provided no more than thirty-one (31) days has elapsed between employment.

**AWOL**
Employees who are absent without authorization shall be considered AWOL. Annual, sick, or other compensated forms of leave time will not be used for this period and the employee may be subject to further disciplinary action in accordance with the University’s Standards for Disciplinary Actions (FSU and You Handbook).

**Leave Without Pay**
There may be circumstances under which an employee has exhausted his/her leave balances. In these situations, supervisors may approve absences as non-compensated leave, or leave without pay.
**Sick Leave**

Full-time A&P employees will earn four hours of sick leave for each biweekly pay period in which they are in pay status, work and/or leave with pay (thirteen days per year).

A part-time employee earns sick leave in proportion to the time actually worked and/or on a leave with pay status each biweekly pay period. There is no limit to the amount of sick leave an employee may accrue.

Sick leave should be saved for those times when an employee is too ill to work. Sick leave may also be used for taking time off for personal appointments with a physician, dentist, or other recognized healthcare provider. An employee may be required to submit proof of illness or disability by submitting a doctor’s statement prior to the approval of sick leave with pay. Sick leave may also be used for illness or injury of a member of the immediate family, recuperation after childbirth, and a bonding period of up to 6 weeks for the adoption of a child. An immediate family member defined for leave purposes by the University is a spouse, grandparent, parent, brother, sister, children, and grandchildren of both the employee and the employee's spouse.

If for any reason an employee will be late or cannot report to work due to illness, it is the responsibility of the employee to notify his/her supervisor at the start of the day or as soon as thereafter as is physically possible. Employees need to consult their supervisor regarding the accepted procedures for reporting absences in their department. Failure to properly report absences could result in disciplinary action.

Employees may be required to furnish a medical certification after three (3) absences due to illness within a 30 consecutive day period. This medical certification must be furnished before any further sick leave or leave without pay will be approved. Medical certification is required after ten (10) or more consecutive days of absence. Employees who are on sick leave and know that their use of sick leave has exceeded these policy limits should obtain medical certification prior to returning to work.

Medical certification may be required from an employee at any time by their immediate supervisor or appropriate authority if an employee has been put on notice for excessive absenteeism or if there is sufficient cause to do so. However, it is the policy of FSU not to require medical certification for routine doctor appointments or minor family illness.

An individual who resigns from a governmental entity within Florida and is employed by the University may transfer accrued unused sick leave according to a reciprocal agreement provided no more than thirty-one (31) days has elapsed between employment.

Partial payment for accrued sick leave will be paid upon termination from the State of Florida after ten years of State creditable service. For further information refer to Human Resources’ Policies and Procedures located on HR’s web site at www.hr.fsu.edu.

**Sick Leave Pool**

FSU offers employees the opportunity to become a member of the FSU Sick Leave Pool. This benefit option provides employees with paid sick leave should they experience a personal
catastrophic illness after using all accrued sick, annual, and compensatory leave. A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, which has resulted in a life-threatening condition and/or has had a significant and major impact on life functions. Requests to use leave from the pool are reviewed by the Sick Leave Pool Committee.

To join the Sick Leave Pool, an employee must have one year of State or University service, donate 8 hours of sick leave to the pool, and have a balance of at least 64 hours after making the donation. Applications for membership in the Sick Leave Pool are subject to approval of the Sick Leave Pool Committee, a representative group of FSU employees. Employees may join the pool within thirty days after completing one year of service, within thirty days of transfer from a state agency or public university, or during the open enrollment period for the Sick Leave Pool.

Contact University Human Resources for more information about the FSU Sick Leave Pool, or visit our web site at http://hr.fsu.edu.

**Holidays**
The following holidays are observed by the University through closing all offices and units in which functions can be discontinued without affecting service to the University and public:

- New Year’s Day
- Veteran’s Day
- Martin Luther King’s Birthday
- Thanksgiving Day
- Memorial Day Friday after Thanksgiving
- Independence Day
- Christmas Day
- Labor Day

Holidays that fall on Sunday are observed on the following Monday and those falling on a Saturday are observed on the preceding Friday.

A&P employees who are required to work on a holiday will be credited with holiday compensatory leave equal to the time on duty, not to exceed eight hours.

**Parental Leave**
If an employee is not eligible for leave under the Family and Medical Leave Act (FMLA) provisions, he/she may take leave without pay or sick, annual and/or compensatory leave as appropriate, with supervisor approval, to have or adopt a child. The natural mother may use accumulated sick leave for the actual period of temporary disability caused or contributed to by pregnancy and childbirth. This type of leave will be for a period not to exceed six months. Upon returning to work, the employee may either return to their same position or a comparable position in the department.
Military Leave
An employee ordered to active military service will, upon presentation of a copy of orders, be granted a leave of absence in accordance with federal regulations. The first thirty calendar days of such leave will be with full pay provided the employee provides evidence that the thirty days of military service has been completed and the remainder shall be in leave without pay status. Leave payments of this type will be in addition to any other earned annual leave an employee may elect to take before entering military service.

FMLA
In 1993, Congress passed the Family and Medical Leave Act to help employees balance the demands of their workplace and the needs of their families. The employee must furnish information regarding the absence so a determination can be made whether to authorize FMLA leave. In many instances, the FSU sick and annual leave programs provide leave that will exceed the benefits of FMLA. Under the FMLA provisions, all regular, probationary, trainee and time-limited employees are eligible provided the employee has worked at FSU for a twelve-month period of time and at least 1,250 hours during the year preceding the start of the leave. An employee is allowed twelve weeks of FMLA leave within a twelve-month period. FSU measures the twelve-month period on the calendar year basis from January 1 through December 31. Reasons for taking FMLA include:

♦ Birth and care for a child, provided leave is taken within a twelve-month period following the birth of the child
♦ Placement of a child for adoption or foster care, provided the leave is taken within twelve months of placement.
♦ Care for a spouse, child or parent if such a spouse, child or parent has a serious health condition.
♦ A serious personal health condition.

FMLA leave may be leave without pay. However, an employee may use paid sick, annual and/or compensatory leave during these periods with supervisory approval or may be required by the supervisor to use some or all earned leave. Upon returning to work, the employee will either be placed in the same job or a comparable job in the department.

The Family and Medical Leave Act is somewhat complex and employees are urged to seek counsel from the University Human Resources Office about specific information concerning the amount of FMLA allowed during the twelve-month period, how the leave will be credited, and how it may be used in conjunction with other FSU leave programs.

Employees on FML should also contact the Benefits Office in Human Resources to discuss continuation of insurance coverage.

Other Unpaid Leave
An employee may be granted other unpaid leave, not to exceed twelve calendar months, provided the department head deems such leave to be justified and not detrimental to the
department’s operations. The employee's supervisor, department head, and dean, as well as the Provost and the Assistant Vice President of Human Resources must approve such leave.

**Leave Approval Procedures**

1. The granting of leave shall be in writing, in advance of the taking of leave, whenever possible.

   a. It is the responsibility of the employee to complete an annual leave request (Pay and Leave Report), and to obtain the approval of his/her supervisor in advance of that leave. The advance notice requirement provides supervisors adequate time to plan work schedules. It is recognized that occasionally there may be a need to take leave on short notice, but employees who habitually request leave without proper advance notice, may be denied authorized leave. No leave is approved until the supervisor (or his/her delegate) has indicated this approval to the employee.

   b. The leave request (Pay and Leave Report) is not valid until the employee’s supervisor has advised him/her that the leave request is approved.

   c. Leave without pay which is not approved as outlined above, will be considered Absence Without Authorized Leave (AWOL), for which disciplinary action may be taken in accordance with the University’s Standards for Disciplinary Actions (FSU and You Handbook).

   d. If the request is for Administrative leave to cover jury duty, military leave, court witness *, or any other authorized administrative leave as outlined in the university policies, a copy of the letter, military orders, or court summons is to accompany the leave request.

   e. No leave will be taken without prior approval except in the case of a bona fide emergency or illness. Annual leave will not be substituted for sick leave when sick leave is exhausted unless approved in advance. If approved, the Pay and Leave Report should note as follows: “Annual leave in lieu of sick leave.” Such leave may be used in determining whether an employee’s absenteeism constitutes Excessive Absences.

      i. Failure to provide acceptable proof of an emergency or illness may result in an “unauthorized absence,” which may subject the employee to disciplinary action. An unauthorized absence of three (3) consecutive days will result in abandonment of the position and will be considered a resignation from the USPS.

      ii. The use of sick leave must be requested in advance with the exception of emergency illness. If physically able, employees are to personally advise their supervisor (or their supervisor’s designee) when they are unable to report to work as scheduled. The supervisor will be notified by 8:30a.m. Advisement by a second party may not relieve the employee of the responsibility for ensuring that his/her supervisor has been notified and approves of the absence.

      iii. Employees may be asked to furnish a certificate from a recognized medical practitioner after three (3) absences for sickness on three separate days within any thirty (30) day period, or if more than one (1) of the absences for sickness falls on a Friday or Monday. This medical certification must be furnished before any further sick leave will be approved. Employees who are on sick
leave, and who know that their use of sick leave has exceeded these policy limits, should obtain medical documentation prior to returning to work. Medical certification is required after five (5) or more consecutive days of absence.

ESTABLISHED WORK SCHEDULES

The University requirement is that normal operations be maintained from 8:00 a.m. to 5:00 p.m., each Monday through Friday, excluding state holidays, unless the University President determines closure is necessary in the event of an emergency that would impact the operations of the University. Departments within The College of Arts & Sciences are expected to adhere to this work schedule, with the exception of those departments that choose to participate formally in the Summer Flexible Work Schedule option. Units that choose to participate in the Summer Flexible Work Schedule (as allowed by the President and Provost) must continue to ensure essential coverage during the university regular work schedule of 8:00 a.m. to 5:00 p.m. is not disrupted.

Supervisors are responsible and have the flexibility for determining an A&P employee's work schedule, keeping in mind that the Department Head and Dean must approve a regular work schedule established outside of the normal 8:00 a.m. to 5:00 p.m..

Employees in the College of Arts & Sciences are not allowed to telecommute and must report to their established work place.

RECORDING TIME WORKED OR LEAVE USED

An A&P employee is classified as exempt and must complete the Florida State University Pay and Leave Report for each biweekly pay period. A&P employees are also required to obtain approval for leave on the Pay and Leave Report, and employees and supervisors are required to certify that the Pay and Leave report is correct at the end of each pay period.

If an employee does not have an accrued leave balance to cover absences, the employee will not be paid for time not worked. Negative balances are not permitted.

Any leave of absence from the normal workplace must be approved in advance. This includes, but is not limited to sick, annual or compensatory leave; meetings, conferences or training.

A full-time Administrative and Professional employee is expected to work a minimum of 40 hours in a workweek and is not paid overtime or granted compensatory time for time worked in excess of 40 hours. However, they are eligible to accrue regular-straight compensatory leave when requested by their supervisor to work during regularly scheduled State holidays.

Official biweekly time and leave documents and records for all employees must be maintained by the department for two (2) years after the Office of the State Auditor General conducts an audit.
Falsification of any employment records, including but not limited to employment applications and Pay and Leave reports, is grounds for dismissal under University Rules and a $500 fine and/or 60 days in jail under Chapter 837.06, Florida Statutes.

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All employees are expected to adhere to the policies set forth above. Supervisors of the Department of Biological Science are expected to assume the responsibility for understanding and monitoring compliance of these policies by their employees.

Failure to comply with these policies and procedures may subject an employee to disciplinary action. Each employee’s compliance with both the spirit and intent of these policies and procedures is appreciated.

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I acknowledge receipt of a copy of these policies and procedures, and I am aware that these policies and procedures are an abbreviated version for use by departments in the College of Arts & Sciences, and that the full policies and procedures are located on the university web site at http://www.vpfa.fsu.edu/policies/personnel/3e.html.

_______________________________    _________________
EMPLOYEE         DATE

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(NOtE to Management: two copies of this document should be given to the employee for signature. One copy should be retained in the supervisor’s desk file, the second given to the employee for his/her files. Give a copy of these policies to all new employees on orientation to the department.)

* Administrative leave shall be provided to an employee summoned as a witness in a matter not involving personal interests. If the summons does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours summoned as witness and such leave shall be granted on the next scheduled work shift. Administrative leave shall not be provided to an employee serving as an expert witness.