ATTENDANCE AND LEAVE
POLICIES AND PROCEDURES

FOR USPS EMPLOYEES

COLLEGE OF ARTS & SCIENCES

DEPARTMENTS, PROGRAMS, AND INSTITUTES

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 USPS employees. The full policies and procedures can be viewed at http://www.vpfa.fsu.edu/policies/personnel/3e.html.
# USPS PAY PLAN

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## 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 USPS employees who are filling established positions earn annual leave based on their continuous and creditable service as follows:

- Up to 5 years - 4 hours biweekly: 104 hours or 13 days per year
- 5 to 10 years - 5 hours biweekly: 130 hours or 16.25 days per year
- Over 10 years - 6 hours biweekly: 156 hours or 19.25 days per year

A part-time employee earns annual leave in proportion to the time the individual actually works and/or is in pay status each biweekly pay period.

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.

Annual leave earned during any biweekly pay period is credited on the last day of the pay period and cannot be used until it is credited. Any annual leave earned in excess of 240 hours must be used during the calendar year (prior to December 31) or it will be transferred to sick 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 have elapsed between employments.

A USPS employee with six or more months of continuous Florida State University service who separates from the University may be paid for unused annual leave up to the year end maximum. Upon re-employment by the SUS in a leave accruing position within 100 days, or upon layoff recall by the University within one year, all unpaid annual leave shall be restored and any annual leave paid at the time of separation shall be restored upon repayment by the employee.
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 USPS 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.

**Overtime and Compensatory Leave for Non-exempt USPS Employees**

A non-exempt USPS employee who is required to work more than forty hours in the established FSU workweek will be eligible for overtime pay (calculated as one and one half times their regular rate of pay). Overtime pay can take the form of either compensation or compensatory time off. Such compensatory time off should be taken within six months from the date the overtime is performed and will be authorized at the rate of time and one-half compensatory time off. The employee's supervisor may require the time off for hours worked beyond the forty-hour workweek to be taken within the same workweek the hours were worked. At no time can a non-exempt employee accrue more than 120 hours of overtime. Time earned over 120 hours shall be paid during the biweekly pay period in which it is earned or should be taken off with supervisory approval.

Overtime must be kept to a minimum and is restricted to meeting the needs of the department and the university. Overtime must be approved in advance by the employee's supervisor and department head and may not be used for the purpose of increasing an employee's salary or to assist in building leave balances.
**Regular Compensatory Leave for Exempt USPS Employees**

Regular compensatory leave is defined as the hours of work, excluding holidays and leave with pay, in excess of forty hours during the established workweek. A USPS exempt employee may receive up to 120 hours of regular compensatory time on an hour for hour basis for all hours worked beyond 40 hours in a workweek. An accurate record of time worked must be maintained. Time earned over 120 hours shall be paid.

Regular Compensatory time must be kept to a minimum and is restricted to meeting the needs of the department and the university. Regular Compensatory time must be approved in advance by the employee's supervisor and department head and may not be used for the purpose of increasing an employee's salary or to assist in building leave balances.

**Special Compensatory Leave for USPS Employees**

Special compensatory leave is defined as: 1) hours worked on a holiday or when the employee observes the holiday and works forty hours during the week; 2) the employee observes the holiday and works forty hours during the week in which the holiday occurs; 3) the holiday falls on the employee's regularly scheduled day off; 4) the employee is required to work the holiday; 5) the employee works forty hours during the week in which jury duty or court appearance (not involving personal interest) occurs; 5) the employee is required to perform essential duties during an emergency closing for the hours worked during the closing.

**Overtime and Compensatory Time Semi-Annual Payout**

Accrued overtime and compensatory time is paid out semi annually. Supervisors may request leave be taken to reduce accrued time.

**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.

USPS employees who are required to work on a holiday will be credited with special 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.

Personal Holiday
All full-time USPS employees are eligible for one eight-hour personal holiday each fiscal year. Part-time employees shall be granted a prorated number of hours based on the number of hours regularly worked during the workweek. If the personal holiday leave is not taken during the fiscal year, it is forfeited on June 30 of each year. Supervisory approval must be obtained prior to taking this personal holiday.

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 otherwise decreed by the University President.

The College of Arts & Sciences, its Departments, Programs, and Institutes adhere to this 8:00 a.m. to 5:00 p.m. work schedule. 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 8:00a.m. to 5:00p.m. is not disrupted.

Schedules may not be adjusted to allow employees to work outside of the established work schedule of 8:00 a.m. to 5:00 p.m. without the express consent of the Department Head and the Dean.

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

Breaks
During the first half as well as the second half of the workday, an employee may be permitted a fifteen-minute break (rest period). A break cannot be accumulated and used at a later time (i.e., to extend lunch periods, arrive at work late or leave early). Breaks cannot be combined to provide a thirty-minute rest period and employees are not required to record breaks on their Non-Exempt Employee Time Sheet.
**Meal Periods**

A meal period is recommended if an employee works more than six hours per day. The meal period should occur near the middle of the workday and may not be used to shorten the workday. Meals periods must be scheduled in accordance with the needs of the unit and are to be coordinated in consultation with the supervisor. The Fair Labor Standards Act (FLSA) considers a “meal period” to be at least thirty consecutive minutes during which an employee is completely relieved of duty. Meal periods do not count as time worked.

**RECORDING TIME WORKED OR LEAVE USED**

The employee must record leave taken daily to the nearest quarter of an hour in Omni Employee self-service (when appropriate) or on their printed Pay and Leave Report. Employees and supervisors are required to certify that the Pay and Leave report is correct each pay period.

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.

Departments, Programs, and Institutes must maintain the official biweekly time and leave documents and supporting records for all employees for two (2) years after the Office of the State Auditor General conducts an audit.

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. Lost work time must be recorded as Leave Without Pay or Absence Without Authorized Leave as appropriate.

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. It is the responsibility of each employee to notify his/her supervisor or appropriate designee when an unplanned absence is necessary; a voice mail message or email message is not appropriate.

Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave.

A USPS employee shall not be permitted to begin work before the established starting time or work after the established quitting time unless it is specifically authorized, and required in advance by the supervisor.

Total hours to be paid biweekly will include hours worked, holidays, annual leave, sick leave, and compensatory leave used.

Leave used must be adjusted to ensure an employee's workweek will not exceed 40 hours. The supervisor and approving authority shall be responsible for arranging the work schedule to minimize overtime.
All employees are expected to adhere to the policies set forth above. Supervisors 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.

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 - Attend.

_______________________________    _________________
EMPLOYEE         DATE

(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.