

**Attendance and Leave  
Policies and Procedures  
The College of Arts & Sciences  
Florida State University  
Revised October 2009**

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 guidelines have been established in accordance with the policies and procedures of the Board of Trustees and Florida State University governing leave usage by USPS and A&P employees. The full policies and procedures can be viewed at <http://policies.vpfa.fsu.edu/personnel/3e.html#Attend>.

**The College encourages all USPS and A&P employees and their supervisors to  
attend a  
University workshop on attendance and leave.**

**LEAVE DEFINITIONS**

<b>Administrative Leave:</b>	Leave that is not charged against your individual leave balances and is granted to keep you in full pay status under certain circumstances which have been authorized in advance by Human Resources.
<b>Annual Leave:</b>	Regular vacation leave
<b>AWOL:</b>	Absence without authorized leave
<b>LWOP:</b>	Leave without pay
<b>Sick Leave:</b>	Regular sick leave
<b>Regular Compensation Leave:</b>	Straight Comp (hour for hour)
<b>Overtime Compensation Leave:</b>	Compensatory leave in lieu of Overtime pay (1.5 hours for each hour worked)

**OVERVIEW**

A USPS non-exempt employee occupies a position that is covered by the Fair Labor Standards Act and is restricted to a 40-hour workweek. An employee in this category is eligible to receive a cash payment for overtime or receive overtime-compensatory leave at the rate of time and one-half. **Please note:** Although USPS non-exempt employees must be compensated for over time, they must adhere to the requirement that overtime must be approved in advance by the supervisor; failure to follow proper approval procedures could result in disciplinary action.

A USPS exempt employee is one who occupies a position where duties and functions are primarily of an executive, professional or administrative nature. An exempt employee shall receive regular -straight compensatory leave credit for time worked beyond 40 hours in a work week on an hour for hour basis, when approved in advance by the employee's immediate supervisor. Such leave shall be cashed out semi-annually if not

used. The exempt employee works in a position that has been designated as exempt from the Fair Labor Standards Act.

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 leave for time worked in excess of 40 hours. However, they are eligible to accrue up to 8 hours of regular-straight compensatory leave when requested by their supervisor to work during regularly scheduled State holidays when the employee works more than the required hours during the holiday work week. Supervisors are responsible and have the flexibility for determining an A&P employee's work schedule.

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 for the benefit of the department to meet work deadlines and is authorized in advance by the supervisor.

1. The granting of leave shall be in writing, in advance of the taking of leave, whenever it is 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. ***Extended vacations of one (1) week or more must be approved at least three (3) weeks in advance. Requests for leave of less than one week require three (3) working days advance notice.*** 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.
  - b. The leave request (Pay and Leave Report or Time and Leave OMNI Entry) 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 documented emergency or illness. Annual leave will not be substituted for sick leave when sick leave is exhausted unless approved in advance. If approved, the leave request should note that the leave is "Annual leave in lieu of sick leave." If using OMNI Time and Leave entry, Use the Override code

of ILL. 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 ten (10) or more consecutive days of absence.
- f. Holiday leave. The following days are paid holidays: New Year's Day; Veterans' Day; Martin Luther King, Jr., Thanksgiving Day; Friday after Thanksgiving; Memorial Day; Independence Day; Christmas Day; and Labor Day. Supervisors do not have the discretion to alter or exchange these holidays for alternate days preferred by the employee. Any employee required to work on a holiday shall be granted compensatory leave if the employee works more than the required hours for the holiday workweek based on his/her particular classification within the FLSA and the Collective Bargaining Agreement.
- g. Employees shall be granted leave, upon university approval, under the Family Medical Leave Act or for Military Leave as outlined in the University policies and procedures.
- h. Leave that is not approved in compliance with these rules will be considered absence without authorized leave. Disciplinary action may be taken for such absences.

## **WORK SCHEDULE**

1. Eight hours constitute a normal workday and 40 hours constitute a normal workweek for all full-time employees. The official business hours for Florida State University are from 8:00 a.m. to 5:00 p.m. These are the standard hours of operation for

*the departments under The College of Arts and Sciences*, and except under unusual circumstances, all employees will adhere to this schedule.

All employees are expected to work their established work schedules. Employees should not begin work before the established starting time, nor work after the established quitting time, unless it is specifically authorized, in advance, by the employee's supervisor (or supervisor's designee).

The length of the workday may be temporarily scheduled at more or less than eight hours when such adjustments are deemed necessary by the supervisor or department head. Any such alterations must be scheduled in order not to cause the employee to work more or less than 40 hours in the workweek.

Any permanent or long-term change in the length of the workday to other than eight hours must be approved in writing by the employee's supervisor and the Chair. Permanently altering the work schedule of an employee requires submitting a ***Position Action Management Page (PMAP)***.

2. When a non-exempt employee's supervisor requires the employee to work other than the established work schedule which could result in a potential overtime situation, the employee's work schedule will be altered by the supervisor before the end of the work week to preclude exceeding a 40-hour week. If the workload doesn't permit altering the work schedule, the employee will be paid time and one-half or granted overtime-compensatory leave at time-and-one-half. (The granting of overtime-compensatory leave shall be in accordance with any applicable collective bargaining agreement.) This is to ensure compliance with the Federal Fair Labor Standards Act. If the overtime is acquired without the supervisor's approval, the employee will be given credit for the time, but may be subjecting himself/herself to disciplinary action.

3. An exempt employee must have any deviations for his/her work schedule approved in advance by his/her supervisor (or the supervisor's designee). Any time worked outside regular working hours must be approved before compensatory time will be granted.

4. The FLSA requires that, if an employee is granted a lunch break, it must be at least 30 minutes. If an employee eats lunch at their workstation, they are subject to be interrupted with business questions. Even if this is only a momentary interruption, it is nonetheless a disruption of their 30-minute lunch break. The only way to ensure compliance with the FLSA is to require employees to leave their workstation at lunch.

5. Employees may be allowed up to a 15-minute work break period during the first half and another 15 minutes during the second half of their workday. Work breaks are a privilege granted at the discretion of the supervisor or department head. Work breaks cannot be accumulated as substitution for a lunch period or added to extend the lunch period, nor, can the 15 minute work breaks be used to compensate for late arrival or early departure from work.

6. An employee is considered tardy when arriving one minute late. When an employee arrives eight or more minutes late, the employee may be placed in a Leave Without Pay Status. When an employee incurs a tardiness that results in their pay being docked, they may also incur an absence without authorized leave that may subject them to disciplinary action.

The making up of time may not be permitted to cover tardiness, nor will the use of annual, compensatory leave, or authorized leave without pay normally be granted, since these leaves all require advance approval.

Time in and out will be accurately recorded on the time sheet for non-exempt employees, and exempt employees should ensure their pay and leave reports are accurately posted. The employee may be subjecting himself/herself to disciplinary action, dismissal, and/or legal penalties for falsification of a pay and leave report (FS 110.127, FSU & You Handbook, <http://personnel.fsu.edu/handbook/contents.html>)

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***Departments within The College of Arts and Science may modify internal requirements, policies, and procedures as needed.***

All employees are expected to adhere to the policies set forth above. Supervisors within The College of Arts and 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. Failure to comply also results in unnecessary administrative confusion, and subjects the organization to audit criticism. 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 departmental use, 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>.

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EMPLOYEE

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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.

Information on the Fair Labor Standards Act can be found on the United States Government, Department of Labor website at <http://www.dol.gov/esa/regs/statutes/whd/allfair.htm> .