

*The Florida State University Facilities Department
Attendance and Leave Policy*

It is the responsibility of Florida State University to provide each employee with attendance and leave benefits in accordance with University Rule 6C-5, University Human Resources, Policies and Procedures, OP-C-7-E, Attendance and Leave, and the requirements set forth in any Collective Bargaining Agreements.

It is the responsibility of each supervisor to ensure their employees understand and comply with this policy. It is the responsibility of each employee to be on time and ready for work in their assigned areas at the beginning of the scheduled shift.

- No leave may be taken before it is earned.
- Leave is not earned until the end of the pay period
- Leave must be requested on the University Pay and Leave Report, which must be approved and signed by the supervisor before the leave may be taken.
- The employee should request leave in advance to provide supervisors adequate time to plan work schedules.
- Leave without pay may be approved in accordance with University Human Resources Policies and Procedures, OP-C-7-E, Attendance and Leave.
- Leave other than sick and annual must also be approved in advance and accompanied by the appropriate paperwork.
- No leave shall be taken without prior approval except in the case of a documented emergency.
- Employees are to **personally** (not voice mail) advise their supervisor of an emergency or illness within the first 30 minutes of their shift.
- Employees may be required to furnish a medical certification after three (3) absences for illness within a thirty (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 or if an employee exhausts their sick leave and is not covered by the Family Medical Leave Act (FMLA). Medical certification should be obtained prior to returning to work.
- An employee who is absent without approved leave for three or more consecutive workdays shall be considered to have abandoned the position.
- Any deviations of an employee's work schedule must be approved in advance by the appropriate supervisor.
- An employee is considered tardy when they are not at their assigned work place at the start of the work shift. Eight or more minutes late will result in an employee's pay being docked.
- Work breaks are limited to 15 minutes and are provided to break up the work shift. They cannot be accumulated or used to compensate for late arrival or early departure.

- The University Pay and Leave Report should accurately reflect leave usage and earnings and be approved by the supervisor.
- The Non-Exempt Time Sheet/Card should accurately reflect hours worked and be approved by the supervisor.
- Falsification of the Pay and Leave Report or Non Exempt Time Sheet/Card is cause for dismissal.

The information listed below applies to the use of annual, compensatory, administrative, or sick leave scheduled for treatment by a medical practitioner. The request for use of annual or compensatory leave may be denied during periods of heavy workloads or lack of sufficient staff within the unit. The departmental supervisory staff determines periods of heavy workloads and insufficient staff. The number of workdays of advanced notice provides adequate time for supervisors to plan work schedules. It is recognized that occasionally there may be a need to take leave on short notice, but such occasions should be the exception.

<u>Consecutive Hours of Leave Requested in Pay Period</u>	<u>Minimum Number of Workdays Advanced Notice</u>
41 to 80 work hours	5
25 to 40 work hours	3
9 to 24 work hours	2
1 to 8 work hours	1

Standards for Disciplinary Action for Tardiness

A USPS and A&P employee of Facilities shall be subject to the disciplinary action cited below for incurring the numbers of tardiness listed:

<u>Number of times Tardy Within the Period Listed</u>	<u>Recommended Disciplinary Action</u>
3 – times within any 3 months (or less) period	Oral Reprimand
6-times within any 6 months (or less) period	Written Reprimand
9- times within any 9 months (or less) period	Suspension
12- times within any 12 months (or less) period	Dismissal

Standards of Discipline for Excessive Absences or Absence Without Authorized Leave (AWOL)

Employees who exhaust their sick leave may be subject to disciplinary action for Excessive Absences or Absence Without Authorized Leave (AWOL) unless they have been approved for Family Medical Leave. The Family Medical Leave Act (FMLA) provides 480 hours (12 workweeks) of leave to eligible employees. While on FMLA, an employee may not be disciplined for Excessive Absences.

Employees who exhaust their sick leave and are not covered by FMLA, must provide medical certification upon their return to work in order for their leave to be approved, otherwise it shall be considered as AWOL.

Employees who use more leave than they accrue on an annual basis may be subject to disciplinary action and below performance standards in the attendance category on their annual evaluation, except when on approved Family Medical Leave.

I acknowledge I have been provided with a copy of this Attendance and Leave Policy

Employee's Signature

Date

Please Print Your Name

OR _____
Employee ID Number

05/2005