



4-OP-C-7-E1.3 ADMINISTRATIVE LEAVE

Responsible Executive: Vice President for Finance & Administration

Approving Official: Vice President for Finance & Administration

Effective Date: 9-1-2017 On expiration of notice and final approval by Responsible Executive, with the exception of original section 1.e., (2 hours of Admin Leave for Voting) which will be effective 1-1-19.

Revision History: Readopted 1-1-2014

I. INTRODUCTION

~~OBJECTIVE~~

This ~~procedure-policy~~ provides guidance in determining the use of administrative leave for AEX, A&P, and USPS employees.

~~SPECIFIC AUTHORITY~~

Florida Statutes Sections 110.118, 110.119, 110.120
FSU Regulation 4.0015

II. POLICY (Including any Forms and Attachments)

~~OVERVIEW~~

Administrative leave is paid leave which is not accrued and may be applied in the following situations:

1. Administrative leave ~~shall~~may be provided to ~~USPS and A&P~~ employees as follows and shall not cause the employee to exceed their appointed hours during the workweek:

a. When summoned as a witness in a matter not involving personal interests, ~~leave~~leave for this purpose shall not exceed the number of hours in the employee's normal workday. If the summons does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. 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. The employee shall retain any witness pay. ~~(Reference Compensatory Leave)~~

b. When the employee is a group leader, coach, official, or athlete and a member of the official delegation of the United States to world, Pan American, or Olympic competition. In no event shall the paid leave under this provision exceed the period of the official training camp and competition combined or thirty (30)



FLORIDA STATE UNIVERSITY

calendar days a year, whichever is less.

c. Up to two (2) days shall be provided to employees upon the death of an immediate family member.

d. An employee who is a certified disaster service volunteer of the American Red Cross may be provided administrative leave for not more than fifteen (15) working days in the University fiscal year upon request of the American Red Cross and the employee's supervisor's approval. Leave granted under this act is authorized by the Florida Statutes and shall be only for service related to a civil disorder or disaster occurring within the boundaries of the State of Florida, unless authorized by the President.

~~e. With the prior approval of the Chief Human Resources Officer or designee and the employee's supervisor, up to two (2) hours of administrative leave may be granted for voting in public elections. **[(e.) will be deleted effective January 1, 2019].**~~

~~f.~~ An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be re-examined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. In no instance shall the paid leave exceed forty-eight (48) hours per calendar year. (Reference Military Leave)

~~2. In the specific circumstances below, USPS and A&P employees are provided paid administrative leave. Administrative leave is provided for jury duty and as follows:~~

~~a. Jury Duty—Leave for this purpose~~ shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. The employee shall retain any jury pay: ~~(Reference Compensatory Leave). Employees may be eligible to earn compensatory leave in accordance with University regulation FSU-4.0015(5)(b)(2).~~

~~b3. In the specific circumstances below, employees are provided paid administrative leave and may be eligible to earn compensatory leave and/or additional pay with prior approval as follows:~~

~~a.~~ Official emergency closing of University facilities - Only employees who have an established work schedule ~~are regularly scheduled to work~~ on the day(s) of the emergency closing shall be provided administrative leave based on their scheduled work hours. For employees required to work during the time of the emergency closing, ~~(R~~reference Compensatory Leave policy). With the prior approval of the Chief Human Resources Officer, administrative leave may be granted for non-emergency closing of specific University facilities where a work area or environment has been deemed dangerous. ~~An~~



~~employee who was on a prior approved leave of absence during an emergency closing shall not have the leave of absence changed to administrative leave.~~

Reference the policy on Advanced Annual Leave for Natural Disasters affecting individual employees during an emergency when the University is not officially closed.

~~a.b. Upon approval by the University President, employees may be granted administrative leave for the closure of University operations. Eligibility guidelines for employees will be outlined at the time the President approves the administrative leave.~~

~~34.~~ In consultation with Employee & Labor Relations, an employee under investigation may be placed on administrative leave during the investigation.

~~45.~~ In consultation with Employee & Labor Relations, an employee may be placed on administrative leave between the notice of suspension or dismissal and the effective date of such action.

~~56.~~ In consultation with Employee & Labor Relations, an employee may be placed on administrative leave when the employee's presence in the workplace may result in damage to property, injury to the employee, others, or would be detrimental to the best interest of the University.

~~67.~~ In consultation with Employee & Labor Relations, an employee may be placed on administrative leave with pay for one workday in lieu of a suspension without pay for disciplinary reasons. Such administrative leave would serve as a suspension in the progressive disciplinary process under the University Guidelines for Disciplinary Actions.

~~7. Upon approval by the University President, employees may be granted administrative leave for the closure of University operations. Eligibility guidelines for employees will be outlined at the time the President approves the administrative leave.~~

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

The President holds delegated authority from the Board of Trustees to establish personnel policies. Constitutional authority, state statutes, Florida Board of Governors regulations, and University regulations authorize the policy:

Sections 110.117, 110.118, 110.119, 110.120, 1001.706(6)(a), F.S.:

Florida Board of Governors Regulation 1.001(2)(e) and (5)(a);

Florida State University Board of Trustees Regulations FSU-4.001 and FSU-4.0015.

This policy shall be reviewed by the Chief Human Resources Officer every seven years for its effectiveness. The Office of Human Resources shall make recommendations to the Vice President for Finance and Administration for any modification or elimination.



FLORIDA STATE UNIVERSITY

/s/ Name of Approving Official

[Proof of approval retained in file]