

4-OP-C-7-E1.3 ADMINISTRATIVE LEAVE and Corresponding Regulation FSU-4.0015 Attendance and Leave, Hours of Work Requirements

Purpose of Policy: To provide guidance for determining the use of administrative leave for AEX, A&P, and USPS employees.

Summary of Changes:

- Emergency Closure – Administrative Leave hours awarded shall be based on the employee’s established work schedule. Employees previously scheduled off on leave shall not be required to use earned leave. Compensatory time will remain as currently administered which is very similar to compensatory time during a holiday week.
- Presidential Closure – Outlined in the policy that the President will have the authority to grant administrative leave for the closure of University operations and that eligibility guidelines will be outlined when the President approves the administrative leave. However, in the case of closing the University early due to a holiday, employees should be granted a specific number of hours based on their FTE, not their schedule. For example, if the University closes at 12:00 p.m., then everyone will be granted 4 hours of Administrative leave regardless of their schedule. Facility employees who are scheduled to work the night shift will either need to make up the 4 hours or take 4 hours of leave.
- **Effective January 1, 2019** – Voting – Removed the 2 hours of Administrative Leave due to the expansion of voting by mail and early voting.