

*****This is a sample format — not University policy.*****

MEMORANDUM

TO: All USPS Employees

FROM: (Supervisor, Dean, Director, or Department Head)

SUBJECT: Departmental Policies and Procedures on Attendance and Leave

The policies and procedures listed below will be followed by all USPS employees of the (insert office or department name). These policies and procedures are consistent with Board of Regents and University rules governing the attendance and leave of the University Support Personnel System employees, and requirements set forth in the Collective Bargaining agreements.

1. No leave may be taken before it is earned. Leave is not earned until the end of a pay period.
2. The granting of any leave shall be in writing, in advance of the taking of leave.
 - a. It is the responsibility of the employee to complete a leave request (Pay and Leave Report) and obtain the approval of his/her supervisor (or the supervisor's designee) XXX number of days (or weeks) in advance of taking leave. The XXX days (or weeks) in advance 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 employees who habitually request leave without proper notice will be denied such leave.
 - 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 will be considered Absence Without Authorized Leave, 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 or military leave, a copy of the letter or military orders directing such duty is to accompany the leave request.
 - e. No leave will be taken without prior approval, except in the case of a bonafide emergency or illness. Annual leave will not be substituted for sick leave when sick leave is exhausted unless it is 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.

- (1) Failure to provide acceptable proof of such an emergency or illness may result in an “unauthorized absence,” which may subject the employee to disciplinary action. An unauthorized absence of three (3) or more consecutive days will result in abandonment of the position and considered resignation from the USPS.
 - (2) 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 8:30 A.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.
 - (3) Employees may be asked to furnish a certificate from a recognized medical practitioner after three (3) absences for illness on three separate days within any thirty (30) consecutive day period. Medical certification may also be required if the employee has been placed on notice for excessive absences. This medical certification must be furnished before any further sick leave will be approved. 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 is required after 10 or more consecutive days of absence.
3. Non-exempt employees are expected to work their established work schedules. The employee 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).

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 work week. If the workload doesn’t permit altering the work schedule, the employee will be paid time and one-half or granted overtime compensatory time. (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 subject to disciplinary action.

Exempt employees are expected to work their established work schedules. Any deviations will be approved by the supervisor (or the supervisor's designee) in advance. Any time worked outside regular working hours must be approved in advance by the supervisor before compensatory time will be granted. It may otherwise be considered time volunteered.

4. Work breaks will be limited to 15 minutes. Workload permitting, the employee will be allowed a work break during the middle of the first half of the work shift, and again during the middle of the second half of the work shift. Work breaks cannot be accumulated, or used to compensate for late arrival or early departure.
5. An employee is considered tardy when arriving one minute late. Tardiness could result in disciplinary action for Tardiness. When an employee arrives eight or more minutes late, the employee's pay will be docked according to the breakdown on the non-exempt employee's time sheet (8-22 minutes - 1/4 hour; 23-37 minutes - 1/2 hours, etc.) When an employee incurs a tardiness which results in their pay being docked, they may also incur an absence without authorized leave which may subject them to disciplinary action.

The making up of time may not be permitted to cover tardiness, nor will the use of annual or 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 employee, and exempt employees should ensure their pay and leave reports are accurately posted, or the employee may be subjecting himself to disciplinary action for falsification.

All employees are expected to adhere to the policies set forth above. Supervisors of the (insert office or department name) are expected to assume the responsibility for understanding and compliance by their subordinates.

Failure to comply with these policies and procedures may subject the employee to disciplinary action. Failure 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.

I acknowledge receipt of a copy of the above policies and procedures.

Employee's Name

Date

(Note to Management: Two copies should be given to employee in order to obtain signed copy for supervisor's desk file. Give copy to new employees on orientation.)