

SUBJECT: Facilities & Safety Leave Policy	Effective Date: 8/29/12	Policy Number: FSP 2012 RM0005	
	Supersedes:	Page 1	Of 7
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all A&P, USPS and, where applicable, OPS employees within the Facilities and Safety section of Administration and Finance (Facilities and Safety, Emergency Management, Environmental Health and Safety, Facilities Operations, Facilities Planning and Construction, Landscape and Natural Resources, Sustainability and Energy Management, Resource Management, and University Police). The application for each pay plan will vary depending upon exempt vs. non-exempt status and benefits eligibility. All are required to maintain a work schedule under their supervisor’s direction.

Note: For places in this policy where it conflicts with union contracts, the union contract supersedes the policy.

POLICY STATEMENT:

This policy will outline the processes for using leave and guidelines for other attendance-related issues for Facilities & Safety employees.

DEFINITIONS:

Immediate Family Member: An immediate family member is defined as the spouse, grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the employee’s spouse (per Human Resources’ Sick Leave Policy).

POLICY:

Use of Annual Leave

Annual leave is earned each pay period and credited at the close of the last day of that pay period. Annual leave is credited after payroll processing is completed, and an employee must wait until leave is posted to the Leave & Pay Exceptions Report before using accrued leave.

All requests for annual leave should be submitted in writing by the employee to the appropriate supervisor as far in advance as possible, but no later than five (5) days prior to the requested leave, with annual leave being taken only after approval has been received. Approval of the dates on which an employee wishes to take annual leave shall be at the discretion of the employee's supervisor.

Annual leave is typically used for the purpose of going on vacation; however, it may also be used for personal business, if necessary. In unusual or unavoidable situations, when leave cannot be approved as requested, the supervisor may specify other time frames that the leave would more likely be approved.

Annual leave may not be used prior to the time it is earned, and may only be used with prior approval of the employee's supervisor. Regardless of the amount of annual leave originally approved by the supervisor, annual leave will not be used to exceed the 40-hour workweek. An employee who uses annual leave in an amount which is less than a full hour shall be charged to the closest quarter of an hour.

Use of Sick Leave

Sick leave may be used when an employee (or an immediate family member) is sick, or when an employee (or an immediate family member) has a doctor's appointment. Sick leave may not be used prior to the time it is earned. Employees must notify a supervisor prior to use, if possible. If an emergency arises, and if sick leave is to be used, the employee must personally notify a supervisor, or a designee, no more than fifteen (15) minutes into to the beginning of his or her shift.

If an employee becomes ill and must leave during his or her shift, he or she should notify a supervisor as soon as possible.

All HR policies regarding sick leave and necessary documentation are in effect. This includes the stipulation that after absence for three workdays in any 30-day period, an employee's

supervisor may request a medical excuse before authorizing any additional use of sick leave. This is at the discretion of the supervisor, and will be used only as the situation may warrant. The supervisor will notify the employee of the requirement that a medical excuse will be necessary from that point forward in order for the employee to use sick leave. The medical excuse requirement will remain in effect until discontinued by the supervisor.

Regardless of the amount of sick leave originally approved by the supervisor, sick leave will not be used to exceed the 40-hour workweek.

Use of Overtime Comp

Overtime shall not be required, nor permitted, for employees, except in emergency or pre-approved situations and only with the approval of the employee's supervisor. Overtime is computed on the workweek basis (Friday through Thursday), not on a daily basis. The employee must have advance approval to work hours that deviate from his or her assigned work schedule. When possible, the workweek should be adjusted to avoid overtime situations. This does not mean that union represented employees can be sent home early, or told to come in later to compensate for overtime worked during the same schedule week. Such practice would be in violation of the spirit of the work schedule rules as outlined in AFSCME Article 8.3A.

When adjustment of the workweek is not possible, the employee's supervisor has the authority to approve overtime work for accrual of overtime compensatory leave, special compensatory leave or regular compensatory leave, or for receipt of overtime pay. It is the supervisor's responsibility to monitor the employee's leave records to ensure that the employee does not exceed the 120-hour limit for overtime compensatory leave or regular compensatory leave.

Overtime compensatory leave or regular compensatory leave accrued must be expended before annual leave can be taken.

Regardless of the amount of leave originally approved by the supervisor, leave will not be used to exceed the 40-hour workweek.

Adjustments to Schedules

With the approval of the supervisor, an employee may be eligible to substitute additional hours worked during the week for leave hours, thus reducing or eliminating the need to use the employee's leave. Any adjustments for an OPS or USPS non-exempt employee's schedule must occur within that pay week (Friday through Thursday), and not that pay period. Adjustments to schedules for A&P and USPS exempt employees may occur within the pay period. Additionally,

minimum staffing levels must still be met. All schedule adjustments must be within HR guidelines.

Under no circumstances is it to be expected or to be assumed that a supervisor will allow the substitution. Any schedule adjustments must be approved in writing by the supervisor prior to adjusting hours worked. Working from home (telecommuting) is not allowed without appropriate vice president approval.

Any changes to this policy, or departmental changes to overall work schedules to accommodate special events on campus, must be approved by the Associate Vice President for Administration & Finance no less than thirty (30) days prior to the event.

Minimum staffing levels must be met at all times, and employees are expected to work on days that they are scheduled.

For adjustments due to holidays for evening and night shift workers, please see Addendum A.

Leave Approval

An employee must request and receive approval from his or her supervisor to take annual or overtime compensatory leave. Employees should make the request for leave as far in advance as possible, but no later than five (5) days prior to the requested leave. When practical, and for as long as the department's operations are not affected adversely, a supervisor should attempt to approve an employee's request for leave. However, supervisors may deny the use of annual leave because of a department's business requirement, or if a department would not have adequate staffing to maintain normal operations as a result. Approval of leave may be rescinded if the needs of the department change. Leave may only be rescinded with the approval of the department director.

Written (including e-mailed) requests and approvals for annual leave are recommended, to provide documentation.

Approval of leave requests will be based on a fair approach, not necessarily a first-come, first-served basis. An employee's amount of leave use will determine priority for a supervisor granting leave. This will especially hold true for holiday times. For example, if an employee had both Thanksgiving and Christmas off the previous year, depending upon leave requests of the current year, they may be required to work one or both of those holidays. The intent is to give all employees a fair chance at using leave.

Employees who do not work on days they are scheduled may be subject to disciplinary action (see Leave in Relation to Holidays, Unapproved Leave and Leave without Pay).

Leave in Relation to Holidays

An employee on an approved reduced work schedule that is less than four hours under FMLA is entitled to pay for the holiday for logging the number of hours that were approved for the reduced schedule.

An employee on workers' compensation is entitled to pay for the holiday when using 4.0 hours leave the day prior to the holiday.

Any other employee who is absent the day prior to a university holiday must have at least four hours (either work time or leave) logged on that day in order to receive pay for the holiday.

All employees (except those on workers' compensation) must use all leave consecutively (not intermittently) prior to going into a leave without pay status.

Military Leave

The University of Central Florida fully supports our employees serving our country in the United States military. Employees are granted leave requests for military duty per the stated directives provided in their military orders. The following links provide important information and procedures to assist employees when military duty leave is required.

Procedures Applicable for Employees on Military Leave:
http://www.hr.ucf.edu/web/loa_wc/military.shtml

Military Leave Request Form:
http://www.hr.ucf.edu/web/loa_wc/leaveattendance.shtml

Military Leave Checklist:
http://www.hr.ucf.edu/web/forms/loa_wc/Military_Leave_Checklist.pdf

Unapproved Leave

When an employee takes leave that was not approved, whether requested or not, it will be considered unapproved leave, and the employee will be subject to the following actions:

- The absence will be designated as unauthorized, and will be documented in the employee's record and be recorded as leave without pay on the timesheet.
- Continued instances of unapproved absences will result in appropriate disciplinary action up to and including termination.

Leave without Pay

If an employee is utilizing leave without pay while under Family Medical Leave (FML) status, he or she is subject to the HR policy regarding the Family Medical Leave Act (FMLA).

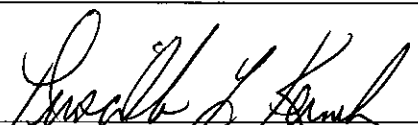
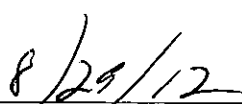
An employee not under FML who consistently uses leave without pay will be subject to the following actions:

- The excessive use of leave without pay will be documented in the employee's record.
- All instances of unapproved leave without pay will result in disciplinary action, up to and including termination. Employees should maintain sufficient minimal balances of annual leave and sick leave to cover emergencies.

RELATED LINKS:

HR Employee Handbook (Leave): <http://hr.ucf.edu/web/handbook/Handbook.shtml#chap4>

INITIATING AUTHORITY: Associate Vice President for Facilities & Safety

Approved By:	Date Approved:
 <hr/> Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 <hr/> 8/29/12

Addendum A
Holiday Shifts for Evening and Night Workers

Employees whose regular schedule goes past midnight to include two days will observe holidays as indicated below:

- a. Holiday on Monday: The work schedule will be arranged for three consecutive days off consistent with the operation of the University.
 - b. Holiday on Tuesday, Wednesday, or Thursday: The shift beginning on the holiday will be considered as the holiday.
 - c. Holiday on Friday: The shift starting on Thursday before the holiday will be considered as the holiday.
 - d. Thanksgiving Holiday: The shift beginning on Wednesday before Thanksgiving will be considered as the beginning of the holiday period.
- An employee working a shift normally scheduled for 10 hours will only receive 8 hours of holiday pay. The employee must use annual leave or accrued “comp” time to cover the remaining 2 hours. The absence will be designated as unauthorized, and will be documented in the employee's record and be recorded as leave without pay on the timesheet.
 - Continued instances of unapproved absences will result in appropriate disciplinary action up to and including termination.

Leave without Pay

If an employee is utilizing leave without pay while under Family Medical Leave (FML) status, he or she is subject to the HR policy regarding the Family Medical Leave Act (FMLA).

An employee not under FML who consistently uses leave without pay will be subject to the following actions:

- The excessive use of leave without pay will be documented in the employee's record.
- All instances of unapproved leave without pay will result in disciplinary action, up to and including termination. Employees should maintain sufficient minimal balances of annual leave and sick leave to cover emergencies.