

	Florida Gulf Coast University Policy Manual	Policy: 3.028 Approved: 08/23/2010
	Title Administrative Leave	Responsible Executive: Vice President for Administrative Services and Finance Responsible Office: Department of Human Resources

I. POLICY STATEMENT

The University shall provide paid administrative leave to Out-of-Unit Faculty, A&P and SP employees according to the special circumstances outlined below. This leave is not accrued.

II. REASON FOR POLICY

To provide guidance to out-of-unit faculty and staff for conditions under which administrative leave may be granted.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy applies to out of unit faculty, A&P and SP employees.

IV. DEFINITION OF TERMS

A. *Administrative Leave* - Leave with pay granted to an employee to attend certain civic, administrative or University-related functions, as well as for other specific situations. Administrative leave shall not be counted against an employee's accumulated leave.

B. *A&P* - Administrative and Professional

C. *SP* - Support Personnel

D. *Family Members* – for purposes of this policy, family members are defined as the employee's spouse, and the grandparents, parents, brothers, sisters, children and grandchildren of both the employee and the spouse

V. CONDITIONS WARRANTING ADMINISTRATIVE LEAVE

Administrative leave may be used only for the specific reasons as described below and does not accrue.

A. Jury Duty and Court Appearances

1. An employee who is summoned for jury duty shall be granted paid administrative leave for all hours required for such duty, not to exceed the number of hours in the employee's normal work day. 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 day. If the jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court.
2. When an employee is subpoenaed as a witness in an administrative hearing not involving personal interests or service as a paid expert witness, the employee shall be granted administrative leave, and any witness fee/mileage shall be retained by the employee.
3. If an employee is subpoenaed in a matter involving the University as a witness or defendant, such appearance shall be considered a part of the employee's job assignment. Any witness fee/mileage allocated to the employee, may be retained by the employee.
4. In matters of personal litigation or service as a paid expert witness, the employee is required to use accrued annual leave or leave without pay. Administrative leave shall not be granted.

B. Elections

A maximum of two hours of administrative leave may be provided for voting in public elections when the employee lives such a distance from the assigned work location that it precludes the employee from voting outside of working hours.

C. Meetings and Conferences

An employee may be granted administrative leave to attend work-related meetings or conferences that may contribute to the effectiveness of the individual's employment.

D. Examinations and Interviews

An employee may be granted administrative leave for the purpose of taking examinations, provided such examinations are required by University employment, or the Military Services, or for the purposes of interviewing for positions within the University.

E. Military Training

An employee who is a commissioned reserve officer or reserve enlisted personnel of the United States military or naval service or members of the National Guard, may receive administrative leave, without limitation, not to exceed 240 hours in any one calendar period if assigned to active or inactive duty.

F. Death in Family

An employee, upon request, shall be granted two regular work days of administrative leave upon the death of any member of the employee's family members as defined by this policy.

G. Disasters and Other Emergency Conditions

1. The University President may close the University in the event an Executive Order has been issued by the Governor declaring an emergency. When natural disaster or other sudden and unplanned emergency conditions occur which are not addressed by an Executive Order, the University President shall determine the status of employees in emergency situations.
2. Except for those employees designated as essential personnel by the University, any employee assigned to those facilities which have been closed shall be granted administrative leave for the period the facility is closed.

H. Florida Disaster Volunteer Leave

An employee who is a certified disaster service volunteer of the American Red Cross may be granted administrative leave for not more than 15 days in any one calendar year to participate in specialized disaster relief services. Leave under this provision may be granted only for services within the boundaries of the State of Florida. Where the Governor and Cabinet have approved state employees to volunteer disaster relief services, the University president may authorize an employee to participate in such services outside the State of Florida. Such leave may be granted upon the request of the American Red Cross and upon the approval of the university. An employee granted leave under this provision shall not be deemed to be a university employee for purposes of workers' compensation. (Chapter 110.120 F.S.)

I. Athletic Competition

An employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition on the world, Pan American, or Olympic level, shall be granted

administrative leave for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition or thirty (30) days a year, whichever is less. (Chapter 110.118 F.S.)

J. Formal Investigation

1. An employee who is under investigation by the University for an alleged violation of a statute, University regulation or policy, may be placed on administrative leave for the length of the investigation, when the employee's absence from the work location is necessary to complete such investigation.
2. In instances where an employee has been notified of a proposed suspension or dismissal, the employee may be placed on administrative leave between the first notice and the effective date of the action.

K. Extraordinary Circumstances

The President or designee may place an employee on administrative leave when the employee's presence in the workplace may result in damage to property, is likely to affect the health, safety, or welfare of the employee or another member of the university community; or the operation of the department or university.

L. Disabled Veterans Re-examination or Treatment

An employee who has been rated by the Veterans Administration to have incurred a service connected disability and has been scheduled by the Veterans Administration to be re-examined or treated for such disability shall, upon presentation of written confirmation, be granted administrative leave for such re-examination or treatment not to exceed six days in any calendar year. (Chapter 110.119 F.S.)

M. Worker's Compensation

An employee shall remain in full pay status for a period up to a maximum of forty (40) hours without being required to use accrued leave in the event of an work-related injury compensable under the Florida Worker's Compensation Law.

VI. PROCEDURES

A. Employees:

Employee may request administrative leave, when applicable, by submitting the necessary supportive documentation to immediate supervisor. Faculty

and A&P employees complete the “Faculty and A&P Application for Leave” form. SP employees complete the “Support Personnel Timesheet”.

B. Employee’s Supervisor:

Supervisor shall acknowledge, and approve if applicable, administrative leave request and forward to the HR/Payroll Department.

C. Payroll Office:

The Payroll Office shall verify that requested administrative leave is for one of the authorized reasons listed in this policy. Upon receipt of any required documentation and verification, the Payroll Office will process the administrative leave

VII. HISTORY

This policy is a promulgation of practices that existed since devolution and prior to devolution by University policy since 1996.

APPROVED

*s/Wilson G. Bradshaw

August 23, 2010

President

Date

**NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.*