

Questions about Leave for Active Military Duty are answered in <http://usfweb2.usf.edu/human-resources/pdfs/attendance-leave/military.pdf>

Eligibility - For specific events, Administration, Executive Service, Faculty, and Staff employees may be granted administrative leave to cover absences from work. With absences for these specific purposes, an employee is not required to use any type of accrued or earned leave to cover his/her absence, unless (s)he is already on an approved leave of absence with or without pay when the event occurs. Temporary employees are not entitled to administrative leave.

In no case will the approval of administrative leave cause an employee to be compensated for more than 40 hours during the workweek. Depending upon the event, administrative leave is required to be granted; may be approved by a VP, Dean, Director, or a Designee at his/her discretion; or must be requested from and approved by Human Resources. In the absence of BOT regulations and university practices and procedures governing discretionary approval, deans/directors should ensure that any established internal practice for their organizational unit is applied to all employees in a fair and consistent manner.

Events for Which Administrative Leave Must be Granted - The following are events for which administrative leave must be granted, upon written request of an employee, and the support documentation required, if applicable. All support documentation must be kept in the department along with the leave request and maintained in the employee's leave file:

- **Death of Family Members** - The employee is required to submit appropriate documentation (obituary, funeral notice, etc.) as certification. Coverage cannot exceed four days; employee may then use a reasonable amount of sick leave at the discretion of the supervisor to cover any additional absence from work. Family member is defined as the legally married spouse**, domestic partner*, grandparents, parents, step parents, brothers, sisters, children, and grandchildren of both the employee and the legally married spouse**.

*As defined in USF's Domestic Partner Health Insurance Stipend Program: an individual who shares a committed, mutually-dependent relationship with a USF System employee.

**A legally married spouse as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized.

- **Legal Matters:**
 - **Summoned for Jury Duty** - A copy of the summons is required. Coverage is for all hours required, not to exceed the number of hours in the employee's regular workday. If jury duty does not require absence for the entire day, the employee shall return to work immediately upon release by the court or make other arrangements with supervisor to use leave for the remainder of day.
 - **Subpoenaed as Witness (excludes personal litigation or paid expert witness)** - A copy of the subpoena is required. Coverage is for all hours required, not to exceed number of hours in the employee's regular workday.

- **Military Situations:**
 - **Active or Inactive Duty for Military Training** - A copy of the official orders is required. Coverage cannot exceed 240 working hours (30 days) in any one Federal fiscal year (10/1 - 9/30); coverage may be continuous or intermittent.
 - **Disabled Veterans Reexamination/Treatment** – A copy of the written confirmation of the scheduled appointment(s) is required from the Department of Veterans Affairs. An employee who has been rated by the United States Department of Veterans Affairs to have incurred a military-service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. Coverage is for all hours required, not to exceed number of hours in the employee's regular workday and not to exceed six days in one calendar year.
 - **Examinations for Military Service** - Copy of the official notification is required. Coverage is for all hours required, not to exceed number of hours in the employee's regular workday.
 - **National Guard State Service** - A copy of the official orders are required. Any employee of the state, who is a member of the Florida National Guard is entitled to leave of absence from his or her respective duties, without loss of pay, time, or efficiency rating, on all days during which the employee is engaged in active state duty for a named event, declared disaster, or operation pursuant to s. [250.28](#) or s. [252.36](#). However, a leave of absence without loss of pay granted under this section may not exceed 30 days for each emergency or disaster, as established by executive order.
- **Natural Disaster/Emergency Closing** - Administrative Leave is authorized for the entire period the university is closed for employees not required to work.
- **Official Delegation of U.S. Athletic Competition** - Official delegate involves preparing for and engaging in competition as a group leader, coach, official, or athlete. Coverage cannot exceed 30 days in one calendar year.

Events for Which Administrative Leave May be Granted (Supervisor's Discretion) - The following are events for which administrative leave may be approved at a VP, Dean, Director, or Designee's discretion, upon written request of an employee, and the support documentation required, if applicable. All support documentation must be kept in the department along with the leave request and maintained in the employee's leave file:

- **Voting in a Public Election** - Voting in public elections (up to two hours when the employee lives at such a distance that he/she cannot vote during the hours the polls are open or when the employee's regularly scheduled hours are equal to or exceed the hours that the polls are open).
- **Civil Disorder/Disaster** - Assisting with civil disorder/disaster involves performing duties resulting from civil disturbances, riots, and natural disasters, if the employee is a member of a volunteer fire department, police auxiliary or reserve, civil defense unit, other law enforcement organization, civil air patrol, or coast guard auxiliary. Coverage cannot exceed two days on any one occasion.

- **Florida Disaster Volunteer Leave** - Duties as a volunteer involve functioning as a certified disaster service volunteer of the American Red Cross upon the request of the American Red Cross. Coverage cannot exceed 15 working days in any fiscal year.

Events for Which Administrative Leave Must be Requested from the Division of Human Resources

- The following are events for which Administrative Leave must be requested from the Division of Human Resources. A written request must be submitted by the VP, Dean, Director, or Designee to the Assistant VP of the Division of Human Resources or Designee, along with appropriate documentation supporting the request. No action may be taken to place an employee on administrative leave for these events until approval has been received from the Assistant VP of the Division of Human Resources or Designee. All support documentation must be kept in the department along with the leave request and maintained in the employee's leave file:

- **Employee under Investigation** - An employee under investigation may be placed on administrative leave up to the length of the investigation.
- **Between Notice of Adverse Action (Reduction in Pay Suspension, Dismissal) and Date of Action** - An employee may be placed on administrative leave between the notice of a reduction in pay, suspension, or dismissal and the effective date of the action.
- **Extraordinary Situations** - An employee may be placed on administrative leave when the employee's presence in the workplace may result in damage to property, or injury to the employee or others. The period of administrative leave is at the discretion of the Assistant VP for Human Resources or Designee.