

The Associate Vice President for the Division of Human Resources has the delegated responsibility to act on behalf of the President to develop and implement attendance and leave provisions for USF in accordance with the applicable laws, regulations, philosophies, and collective bargaining agreements. Supervisors are the approving authorities for most leaves of absences. The Delegation of Authority Table for Leave will give you more details.

The authority to maintain records for the attendance and leave program is delegated to the individual colleges and divisions and may be further delegated at the discretion of the dean or director. Individual supervisors are delegated the authority to approve or disapprove leave. Further delegation of authority is reflected in the following table to:

RESPONSIBLE PERSON/OFFICE	AUTHORITY/RESPONSIBILITY
Associate VP for the Division of Human Resources or Designee	<ul style="list-style-type: none"> • Develop University-wide regulations, policy and procedures for the attendance and leave component of the USF HR program • Interpret statutes, regulations, policy and procedures • Approve the retention of Staff annual leave past the end of the calendar year • Approve/disapprove compulsory disability leave for Administration and Staff • Approve/disapprove emergency closing • Approve/disapprove administrative leave for an emergency closing • Approve/disapprove administrative leave for employees under investigation; notice of reduction in pay, suspension, or dismissal; and extraordinary situations
USF Attendance and Leave Administrator (Human Resources)	<ul style="list-style-type: none"> • Educate USF employees about the attendance and leave provisions • Conduct initial training for new departmental coordinators • Conduct for coordinators refresher training and training pertaining to new or changed leave provisions • Advise departmental A&L coordinators on complex problems and questions regarding the University A&L programs and the ALT system • Schedule and conduct USF-wide A&L audit program • Manage the carry forward process at the end of year in ALT • Recommend changes in regulations, policy, or procedures • Interpret and keep abreast of A&L regulations, policies and procedures and provide information to the community concerning the application of those regulations, policies and procedures • Draft policies and procedures to implement attendance and leave provisions at USF • Ensure that forms, policies, and procedures are current and available to the USF community • Manage the annual sick leave pool open enrollment and approves hours for use in the sick leave pool • Verify and approve sick leave payouts for the university; work with State auditors for compliance to university audits • Manage mandatory university closings for A&L in ALT

	<ul style="list-style-type: none"> • Maintain a current listing of all USF A&L coordinators • Advise other USF campuses (St. Pete, Sarasota-Manatee, Lakeland) on leave matters, ALT issues and updates
Provost; VP of Business and Finance;	<ul style="list-style-type: none"> • Approve/disapprove emergency closing • Approve/disapprove administrative leave for an emergency closing
Appropriate VP/Provost or Designee Appropriate Collective Bargaining Agreement	<ul style="list-style-type: none"> • Determine whether overtime will be compensated by payment at the rate of time and one-half or by the earning of overtime compensatory leave hours (this may be further delegated to deans/directors) • Approve the advancement of annual leave • Approve/disapprove compulsory disability leave for Faculty ONLY (Provost for non-USF Health faculty; VP USF Health for USF Health faculty) • Approve/disapprove faculty leave for sabbaticals or professional development leave (Provost only)
Dean/Director or Department Head	<ul style="list-style-type: none"> • Ensure official documents and records are maintained accurately and overtime is earned and compensated appropriately • Designate 2 or more departmental leave coordinators • Determine internal procedures for the unit • Advise the USF A&L administrator in writing when the designee for A & L coordinator responsibilities changes • Approve/disapprove a request for a non-standard workweek (dean/director level only) and report it to HR • Ensure timely processing of ASF paperwork, leave audits, etc. are completed in the event of separation, contract change, retirement, or death has occurred
Supervisor	<ul style="list-style-type: none"> • Review with employees all attendance and leave regulations, policies, and procedures, including those for requesting and using leave and adjusting a workweek • Adjust approved leave to ensure an employee's workweek will not exceed 40 hours • Schedule hours of work and overtime • Approve/disapprove flextime • Approve/disapprove leave with or without pay • Know overtime eligibility status assigned to the class of each Staff employee supervised, specified in the USF Staff Pay Plan: Yes - overtime eligible (non-exempt); No - not overtime eligible (exempt) • Encourage employees to use any type of compensatory leave as soon as possible after it is earned; if necessary, require the use of such leave before use of annual or sick leave • Prohibit overtime work after an employee's regular, overtime, or special compensatory leave balance reaches 120 hours and until such balance is reduced to below 120 hours • Request documentation before approving certain kinds of leave • Count eligible leave with or without pay toward the employee's FMLA

	<p>entitlement</p> <ul style="list-style-type: none"> • Approve mandatory administrative leave • Take appropriate disciplinary action when employees do not comply with associated regulations, policies, and procedures and established work schedules • Ensure all leave audits are completed in a timely manner
<p>Departmental Leave Coordinator</p>	<ul style="list-style-type: none"> • Attend training • Maintain accurate attendance and leave records for each employee (regardless of appointed FTE, pay plan, source of funding, or calendar year/academic year or phased retiree appointment) in the work unit • Maintain accurate records of all hours worked by Staff and Temporary employees • Review timesheets and ALT biweekly to ensure accuracy and prevent the carry-forward of errors • Audit records for the following: <ul style="list-style-type: none"> ○ End of the calendar year and fiscal year ○ Prior to any cash payment for compensatory leave hours ○ Upon separation from the university ○ When employee enters the DROP program ○ When employee transfers to another work unit ○ When employee (faculty) changes from an accruing to a non-accruing appointment ○ When employee has deceased • Serve as liaison between employees in the unit and the Division of HR (A&L Administrator) • Advise employees in the work unit of leave provisions and changes thereto • Prepare for and assist with the audit of leave documents by the USF A&L Administrator • Ensure that all errors identified in the audit are corrected • Make corrections to the records which were not audited • Document the absence of documents and reconstruct missing documents
<p>Other Human Resources Offices at St. Petersburg, USF Sarasota/Manatee ,and USF Lakeland</p>	<ul style="list-style-type: none"> • Implement USF A&L-related policies, regulations, procedures, BOT regulations, Federal and State laws, and collective bargaining agreements • Schedule and conduct campus leave audits • Serve as an information resource for the respective campus by obtaining and providing clarification of policies procedures, and collective bargaining provisions and their application • Conduct training