

**Florida A & M University  
Office of Human Resources**

**INTERNAL OPERATING PROCEDURE**

**Procedure No. HR-3008**

<b>Subject: Leave of Absence</b>	
<b>Authority: Rule 60L-34.004, 34.0041, 34.0042, 34.0052 Florida Administrative Code; 110.201, 110.219(5) Florida Statutes;</b>	<b>Effective Adopted Date: 07/01/1999</b>
<b>Revision(s)</b>	<b>06/27/1996; 3/23/2017; 11/29/17</b>
<b>Related References</b>	
<b>Purpose</b>	To provide guidelines for attendance and provisions to address requesting leave.
<b>Signature of Approving Authority</b>	

**1.0 General Information**

Florida Agricultural and Mechanical University (FAMU) requires each employee to report to work during their regular scheduled work hours. Excessive tardiness and absenteeism has a negative impact on providing needed services in support of the University's mission.

**2.0 Responsibilities**

*Employees* are responsible for requesting a leave of absence in a timely manner and documenting all leave of absences which are with or without pay.

*Supervisors* are responsible for approving or denying a request for a leave of absence.

*Time and Labor Representatives* are responsible for maintaining accurate records.

**3.0 Definitions**

- A. **Tardy** – A tardy is any time an employee fails to be at their work station ready to work at their scheduled start time, as well as returning late from lunch or break.
- B. **No-Call / No-Show** – Employees are expected to notify their department in accordance with their department's procedures for absences and/or tardies in the event he/she cannot be at work as scheduled. An employee who fails to call or report to work is considered a no call/no show. Any one incident of failure to call/show may result in disciplinary action up to and including termination of employment.
- C. **Unjustified Absence** – An unjustified absence occurs when a supervisor does not accept as reasonable an employee's explanation for an absence or lateness.
- D. **Failure to Remain** – An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during a scheduled work time or takes or exceeds a break period without authorization.
- E. **Excessive Absences** – Excessive absence from work occurs when an employee is away from work to the extent that completion of normal work requirements is adversely affected. These absences may have been excused or unexcused and caused by medical or other reasons. An employee must be notified that absences are excessive before such incidents can be counted toward corrective action. Absences that qualify under the Family and Medical Leave Act (FMLA) are generally not to be considered under this policy.

#### **4.0 General Requirements for Approving and Using Leave**

1. A request for leave of absence with or without pay must be in writing and approved before the leave is taken.
2. For emergency purposes, employees must request approval with appropriate justification as soon as possible.
3. Once the approved leave of absence with or without pay has ended, the employee will return to the same position or a different position in the same pay plan and work location, unless the University and the employee agree in writing to other terms and conditions governing the leave granted.
4. Regardless of the amount of leave originally approved which includes administrative leave, the employee will be charged only the amount of leave needed to bring them to a forty-hour workweek.
5. Approved leave must be taken in increments of fifteen minutes or more, rounded to the nearest quarter hour.
6. The use of paid leave will not be authorized and taken before the time it is earned.

#### **5.0 Request for Leave of Absence for 12 Months or Less**

1. This type of leave of absence must be granted at the discretion of the supervisor and appropriate higher-level official for a period not to exceed twelve (12) consecutive months.
2. Upon receipt of the employee's written request, the supervisor must consult with the appropriate higher-level official. The below must be taken into consideration prior to approving or denying the request:
  - The reason for the request for leave and whether it is justified;
  - The length of the leave requested;
  - The impact of the leave on the organizational unit and the University;
  - Past practice of the employee's organizational unit in granting a leave of absence;
  - The employee's length of service with the University and his/her performance record; and
  - Previous leaves of absence with and without pay requested.
3. Once approved by the appropriate authority, please notify the Office of Human Resources along with the appropriate documentation.

#### **6.0 Request for Leave of Absence/Extension in Excess of 12 Months**

1. Under exceptional circumstances, an employee may request and be granted an initial leave of absence or extension of a leave of absence in excess of twelve (12) consecutive months. This type of leave must be approved by the supervisor and appropriate higher-level official. Below situations that may warrant such an approval include:
  - An illness or injury which is not terminal or permanent and from which the employee is expected to return to work within a specified period of time, as certified by his/her attending physician;
  - Attainment of an undergraduate, graduate, or post-graduate degree within a specified period of time which will benefit the University;
  - A personal or family hardship which is expected to be resolved within a specified period of time;
  - Any activity which will directly benefit the University for a sustained period of time, and/or
2. Once approved by the appropriate authority, please notify the Office of Human Resources along with the appropriate documentation.

## **7.0 Governing Attendance**

In order to maintain daily attendance and keep absences at a minimum, please review the below:

- It is the supervisor or appropriate authority discretion to deny a leave of absence request.
- It is the supervisor or appropriate authority discretion to investigate absences.
- It is the supervisor or appropriate authority discretion to determine if the absence is necessary or justifiable.
- The supervisor or appropriate authority can deny leave with pay for an absence(s) that violates leave provisions and can place an employee on leave without pay.
- The supervisor or appropriate authority can take disciplinary actions against an employee that violates leave provisions.
- Upon reasonable notice, the supervisor or appropriate authority may require an employee to use any part of the employee's accrued leave.

## **8.0 Patterns of Absence**

1. The supervisor is responsible for identifying a pattern of absence(s). A pattern of absence is defined as a series of absences that occur on a predictable basis. Please see below:
  - On the day preceding or following the employee's regular day off; or
  - On the same day of each week or each month; or
  - On any one or two different days of each month; or
  - On each official payday by employees whose work schedule requires warrant distribution on the night preceding payday; or
  - On reporting late to work and requesting sick leave to cover such lateness.
2. When the supervisor determines that an employee is showing a pattern of abuse, please contact Employee Relations to discuss further actions that can be taken.
3. It is incumbent upon supervisors to monitor and document leave usage to show a pattern of absences. All absences should be recorded with specific dates, time, duration of such absences, and reasons reported by the employee. The supervisor should also record the dates and substance of counseling sessions related to the absences.

## **9.0 Absences without Authorized Leave**

1. The employee failure to give notice, except in emergency situations, should constitute cause for denial of absence with pay. The employee will be coded as leave without pay.
2. If an employee is absent without authorization for three or more consecutive workdays, may be considered to have abandoned his/her position. After the third consecutive workday an employee is absent from work and fails to obtain approval for his/her absence, a notification of job abandonment should be sent. The supervisor should consult with Employee Relations in determining if the circumstances warrant the job abandonment notice.

## **10.0 Records**

The Office of Human Resources will be responsible for maintaining records of any employment in the employee's personnel file.

## **11.0 Violations**

Violations of these procedures will subject employees to discipline, up to, and including discharge from employment with Florida Agricultural and Mechanical University.