

SUMMARY OF PROPOSED AMENDMENT TO UNIVERSITY REGULATION

FSU-4.0015 Attendance and Leave, Hours of Work Requirements

This proposed revision makes a number of changes, primarily relating to administrative leave:

- - Emergency Closure – Administrative Leave hours awarded shall be based on the employee's established work schedule. Employees previously scheduled off on leave shall not be required to use earned leave. Compensatory time will remain as currently administered which is very similar to compensatory time during a holiday week.
- Presidential Closure – Outlined in the policy that the President will have the authority to grant administrative leave for the closure of University operations and that eligibility guidelines will be outlined when the President approves the administrative leave. However, in the case of closing the University early due to a holiday, employees should be granted a specific number of hours based on their FTE, not their schedule. For example, if the University closes at 12:00 p.m., then everyone will be granted 4 hours of Administrative leave regardless of their schedule. Faculty employees who are scheduled to work the night shift will either need to make up the 4 hours or take 4 hours of leave.
- **Effective January 1, 2019**-Voting – Removed the 2 hours of Administrative Leave due to the expansion of voting by mail and early voting.

AUTHORITY FOR THE PROPOSED UNIVERSITY REGULATION

The authority for the proposed regulation is as follows: Board of Governors Regulations 1.001(3) (j), (5).

UNIVERSITY OFFICIAL INITIATING THE REGULATION

Proposed adoption of Regulation FSU-3.004 has been initiated by Kyle Clark, Vice President for Finance and Administration

PROCEDURE FOR PROVIDING COMMENTS ON THE PROPOSED UNIVERSITY REGULATION

Any person may submit written comments concerning the proposed regulation within 14 days of the date of this notice to:

Arthur R. Wiedinger, Jr.
Office of General Counsel
424 Westcott Building
Tallahassee, FL 32306-1400
Electronic address: rlarge@fsu.edu
850-644-4440 (phone) m