University of South Florida
College of Nursing Attendance & Leave Policy

General Information

Hours of Work

The College of Nursing (CON) hours of operation are 8:00 am to 5:00 pm Monday through Friday. All offices are expected to be sufficiently staffed to provide full services during these hours throughout the year, except when the university is closed. All College of Nursing faculty are appointed as 12-month employees.

For full-time employees, eight hours constitutes a work day and 40 hours constitutes a work week. Friday through Thursday is the work week and corresponds with our bi-weekly pay periods. Faculty and Administration employees are expected to work the hours necessary to carry out their responsibilities and assignments, and their work hours may exceed 40 in a work week.

(More info: http://usfweb2.usf.edu/human-resources/pdfs/attendance-leave/work-hours.pdf)

Overtime Compensation

Non-Exempt Staff and Temporary employees are eligible for overtime compensation (Faculty and Administration employees are exempt from overtime compensation). Overtime is paid or provided as paid time off for any hours worked over 40 in a work week. Overtime compensation is paid in accordance with university policies, union collective bargaining agreements, and the provisions of the Fair Labor Standards Act. Paid leave (e.g. vacation, sick, holiday pay, and other hours not actually worked) is not included in overtime pay calculations.

Overtime hours must be requested in advance and will be reviewed on a case-by-case basis. Overtime may only be authorized by the Dean (or his/her designee) or the Associate Dean of Finance, Administration and HR. To prevent unauthorized overtime, overtime-eligible employees who work in excess of their normal hours at the beginning of a work week must coordinate with their supervisor to reduce the number of hours worked at the end of the work week. This is both encouraged and fiscally prudent.


Non-Standard Work Weeks

Under certain conditions, the Dean (or his/her designee) may approve a non-standard work week. A non-standard work week is a permanent adjustment made to a work schedule to accommodate business needs, and should not disrupt the university's or the college's regular hours of operation or hinder the ability to carry out its mission or services. Requests for a non-standard work week (for an individual or department) must be submitted by the department head in writing and be accompanied by 1) list of affected employee(s) with class title, 2) proposed schedule of days and hours constituting the work week(s), 3) justification for the request explaining how it serves the best interests of the department, college, and university and how adequate coverage during normal hours of work will be maintained. Due to business needs, engaging in flextime and/or telecommuting is prohibited for all College of Nursing Staff employees except by approval of the Dean (or his/her designee) which is required in accordance with university processes.

Timesheets, Accrued Leave, and Recordkeeping

ALL hours of work must be accurately reflected on timesheets. Employees who are required to complete a timesheet should obtain their supervisor's signature approval prior to submitting them to the college human resources office for processing. Original, signed, and approved timesheets are due by the end of the day on Thursday, to correspond with the last day of the pay period.

Eligible employees with accrued leave benefits may request these hours - within the intent of the established policies - to bring the total number of hours in a given week to those of their standard work week; accrued leave may not be used in a manner that causes employees to exceed the hours of their standard work week.

Timesheets and leave records are collected and maintained by the college human resources office and audited by the college's designated attendance and leave coordinator.
**Attendance, Punctuality and Absence from Work**

Unless on approved leave, employees are expected to report to work on time and as scheduled. Employees are expected to follow notification procedures for absences from work, whether paid or unpaid, and whether planned or unplanned.

Employees should provide sufficient notice to their direct supervisor if they will: 1) be arriving late for work or returning late from a routine break (i.e. tardy), 2) be departing from work earlier than scheduled, 3) not be coming to work (e.g. calling in sick), or 4) requesting planned time away from work. If the direct supervisor cannot be reached at the time of an urgent notification, the employee should notify the next level supervisor or a college human resources representative (who will notify the appropriate supervisor on the employee’s behalf). Employees should communicate with their supervisor immediately upon arrival to work after an absence has occurred.

Employees should request leave as soon as possible and practical for - and ideally in advance of - leave that is unforeseeable and/or unexpected (e.g. medical emergency, illness, tardiness, transportation issues, personal appointment, bereavement, etc.); in such cases, requests should be communicated in a manner that ensures direct contact with, and immediate acknowledgement by, the supervisor. Employees are required to request leave at least 30 days in advance when the leave is foreseeable and it is practical to do so (e.g. planned vacation, scheduled medical treatment); in such cases, requests should be communicated in writing and/or as directed by the supervisor.

**Leave Information**

Leave **with pay** is a benefit provided to eligible employees to use within the intent of established university guidelines. Not all employees are eligible for the same leave benefits; an employee’s classification determines eligibility. Except where noted, **Temporary employees are paid only for the hours of actual work and are not eligible for paid leave (annual, sick, holiday, administrative, etc.)**. Leave with pay may **not** be used prior to being earned; therefore, leave with pay will not be approved by the college for use during the pay period in which it is accrued. Employees who are unsure of their classification, eligibility, and/or leave balances should contact a college human resources representative for clarification prior to requesting time away from work.

Under certain circumstances, where paid leave is either denied, insufficient, or otherwise unavailable to cover an absence, leave **without pay** may be requested. Leave without pay may result in a partial-pay or non-pay status for one or more pay periods which may adversely impact an employee’s benefits (including payment of insurance premiums, leave accruals, retirement, and tenure); employees should contact the college human resources office for more information.

**GEMS Automated Leave Tracking (ALT) System**

Employees are required to document the use of all leave hours in their personal electronic leave record in a timely manner (generally at the time of request or as soon thereafter as possible) using **GEMS Self-Service ALT**. Accrued leave is automatically credited to the employee’s leave record and available balances may be viewed at any time by the employee by logging in to GEMS Self-Service; leave that is not accrued will not display an available balance until it has been requested and approved in accordance with established university and college guidelines. To ensure availability, employees should review their balances prior to requesting paid leave.

(Tutorial: [http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/gems/LeaveRequest.htm](http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/gems/LeaveRequest.htm))

Supervisors of employees who are required use the **GEMS Self-Service ALT** are responsible for approving and denying accrued leave requests utilizing the same system.

(Tutorial: [http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/gems/MgrsAttendLeave.htm](http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/gems/MgrsAttendLeave.htm))

**Annual Leave**

Annual leave is **accrued** by eligible Faculty, Administration, and Staff employees who are appointed to an established position; accrual of hours is calculated according to the employee’s full time equivalency, pay plan, and years of service.

The primary use of annual leave is to provide time away from work with pay for periodic respite; however, it may also be requested for other types of leave such as caring for pets, observing religious holy days, and attending to personal business. The supervisor has the authority to approve or deny requests for annual leave.

For business purposes, the College of Nursing limits annual leave for vacation to no more than two consecutive weeks; annual leave requests exceeding two weeks should be forwarded to the Dean (or his/her designee) and be reviewed on a case-by-case basis.

**Sick Leave**

Sick leave is accrued by eligible Faculty, Administration, and Staff employees who are appointed to an established position; accrual of hours is calculated at four (4) hours bi-weekly, and there is no maximum number of hours of sick leave that may be accrued.


The primary use of sick leave is to provide time away from work with pay for personal injury or illness, medical appointments, and family medical reasons. Under qualifying circumstances, paid sick leave may be granted to extend bereavement leave; it may also be granted concurrently with federally mandated leave such as FMLA. The supervisor has the authority to approve or deny requests for sick leave.


After three (3) consecutive full or partial days of absence, or three (3) non-consecutive full or partial days of absence in a 30-day period due to medical reasons, College of Nursing administration requires medical certification from a health care provider before additional absence for medical reasons will be granted.

**Holidays**

Faculty, Administration and Staff employees enjoy nine (9) paid holidays and two (2) floating holidays as announced by the university president. Paid holidays are not accrued and are not required to document in GEMS Self-Service ALT. Additionally, Professional salaried employees (e.g. Post-Docs), salaried Graduate Assistants/Associates covered by the collective bargaining agreement, and adjunct faculty who are working their regularly required work schedule are eligible for paid holidays. Refer to the university human resources website for the holiday schedule. (More info: [http://usfweb2.usf.edu/human-resources/pdfs/attendance-leave/holiday-hours-pay.pdf](http://usfweb2.usf.edu/human-resources/pdfs/attendance-leave/holiday-hours-pay.pdf))

**Personal Holiday - Staff**

Regular full-time and part-time Staff employees (only) who have completed a probationary period without a break in service are entitled to one (1) personal holiday each fiscal year. It is credited to eligible employees through the GEMS Self-Service ALT System annually on July 1st, or on the date the employee completes his/her probationary period in any Staff class. Personal holidays must be taken as one full day (cannot be taken in hourly increments) by the employee on or before the close of business on June 30th each year, or it is automatically forfeited. For this reason, the college recommends that employees who are eligible for the personal holiday request it as soon as possible after receiving it to avoid losing it.


**Administrative Leave**

Administration, Executive Service, Faculty, and Staff employees may be granted paid administrative leave to cover absences from work for specified circumstances; those include death of a family member, judicial proceedings (jury summons or subpoena), civic duties (voting in public elections), military/uniformed/armed services events, official U.S. delegations, and states of disaster. In some of these circumstances, attendance may be mandated by state or federal law and the supervisor does not have the authority to deny time away from work. In certain circumstances, approval must be requested from and approved by main campus human resources. Other circumstances must be requested from and approved by the Dean (or designee) at his/her discretion. In most cases, appropriate documentation must accompany the request. In all circumstances, the College of Nursing employs internal practices that are applied to all employees in a fair and consistent manner. Administrative leave is credited to the GEMS Self-Service ALT after it has been requested and approved.


**Paid Time Off (PTO) Leave - Postdoctoral Fellows**

Postdoctoral Fellows are salaried Temporary employees and receive sixteen (16) days of PTO per calendar year (prorated based on FTE and month hired), which may be used for vacation, sick or personal time off at the discretion of the employee and with supervisor approval. PTO may be used in four (4) and eight (8) hour increments only. PTO is not carried over from year to year and, therefore, any unused PTO at the end of the calendar year will be
forfeited. Unused PTO time will not be paid out at the time of separation from employment. PTO is credited to the GEMS Self-Service ALT.

**Paid Leave - Graduate Assistants/Associates**

In accordance with Article 10 of the USF/GAU-UFF agreement, each employee shall be credited with five (5) days of paid leave per semester appointment. Such paid leave shall be used in increments of not less than one (1) day. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described below, would be charged with two (2) days of leave, regardless of FTE appointment, or number of work hours scheduled. The leave provided shall not be cumulative. Note: The maximum number of leave days credited to the employee for Summer Semester (A, B, and C terms combined) is five days.

**Other Types of Leave (Paid and Unpaid)**

The university provides several other types of leave – paid and unpaid – for a number of other qualifying events to employees who meet the eligibility requirements for those events. In order to maintain continuity of pay and benefits, employees who are granted unpaid leave may be required to use accrued leave benefits concurrently with unpaid leave.

The university is required to grant certain types of job protected leave to employees who meet eligibility requirements for those events; federally mandated leave that provides job protection include:

- **Family and Medical Leave Act (FMLA)** - entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. Employees must comply with established requirements for requesting leave and provide enough information to reasonably determine whether the FMLA may apply to the leave request.

- **Americans with Disabilities Act (ADA)** - unpaid leave may be granted as reasonable accommodation for a disability.

- **Uniformed Services Employment and Reemployment Rights Act (USERRA)** - protects the job rights (employment, reemployment, and retention in employment) of individuals who voluntarily or involuntarily leave employment positions to perform service in the uniformed services.

- **Worker’s Compensation** - a form of insurance that provides financial assistance, medical care and other benefits for employees who are injured or disabled on the job.

- **Title VII** - unpaid leave may be granted as reasonable accommodation for observance of religious holidays or practices.

Employees who need to take time away from work for any reason are encouraged to connect with a College of Nursing human resources representative as soon as practicable after discovering their need. They are an employee’s first point of contact and will provide information on any associated leave benefits the university has to offer, as well as the employee’s rights and responsibilities for requesting leave. They will also connect the employee with the appropriate representative(s) at the university human resources office and coordinate requests that may require their approval.

**College of Nursing Human Resources:**

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