



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR11-18

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: Administrative Leave
DATE: April 9, 2018

The Department of Management Services has issued updated Policy Guidelines on Administrative Leave. Although judicial-related offices within Justice Administration are not part of the State Personnel System and do not use the People First system for timekeeping, there may be information contained in the Guidelines that you find useful. Additionally, the Guidelines reference statutory provisions that may be applicable to all offices. (The document is not available in Word.)

Please let me know if you have any questions.

Thank you.