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MEMORANDUM 032-18HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Administrative Leave

DATE: December 3, 2018

The Department of Management Services' Division of Human Resource Management (DMS HRM) has revised the Policy Guideline on *Administrative Leave - Prudent Fiscal Management Through Tracking and Monitoring* to incorporate March 2018 People First system enhancements and comport with the related People First document, *Timesheet Frequently Asked Questions*.

Although the offices under Justice Administration are not part of the State Personnel System and do not use People First for timesheets, there may be processes described in the Guideline that your office may wish to incorporate as a "best practice".

Thank you.



**DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF HUMAN RESOURCE MANAGEMENT
POLICY GUIDELINE**

STATE PERSONNEL SYSTEM

SUBJECT: *Administrative Leave – Prudent Fiscal Management Through Tracking and Monitoring*

POLICY GUIDELINE: *HRM #2018-005*

EFFECTIVE DATE:

*Revised November 29, 2018
(Original issued April 5, 2018)*

SUPERSEDES: *N/A*

STATUTES/RULES/REGULATIONS/LAWS:

*Section 110.118, Florida Statutes (F.S.), Administrative leave for certain athletic competitions
Section 110.119, F.S., Administrative leave for military-service-connected disability
Section 110.120, F.S., Administrative leave for disaster service volunteers
Section 115.07, F.S., Officers and employees' leaves of absence for reserve or guard training
Section 115.09, F.S., Leave to public officials for military service
Section 115.14, F.S., Employees
Section 250.48, F.S., Leaves of absence
Rule 60L-34.0051, Florida Administrative Code (F.A.C.), Family Supportive Work Program
Rule 60L-34.0061, F.A.C., Disability Leave
Rule 60L-34.0071, F.A.C., Administrative Leave
Rule 60L-34.0072, F.A.C., Educational Leave With Pay*

FORMS: *N/A*

ADDITIONAL REFERENCE MATERIALS: See Chart 1 for administrative leave types and the proper leave codes for completion of timesheets. See Chart 2 for administrative leave provisions in the collective bargaining agreements (select articles).

SCOPE AND PURPOSE OR ISSUE:

Career Service, Selected Exempt Service (SES) and Senior Management Service (SMS) employees may be granted paid time off in the form of administrative leave for a variety of authorized purposes provided in statute, rule, or collective bargaining agreement. The employing agency is responsible for monitoring use of administrative leave to ensure that it is within the applicable statutory or rule cap, or does not otherwise exceed a reasonable amount consistent with the circumstances.

It should be noted that most types of administrative leave have no set usage limit within a specified timeframe or, if they do, it is not enforced via the People First system because employees may qualify to use the leave multiple times within the same payroll period and this makes an automated tracking function impractical. For those administrative leave types with a specific limit on the

number of hours that may be used in a specified time period, the maximum number of hours used by an employee is prorated based on the employee's full-time equivalent (FTE).

In order to assist agencies with prudent fiscal management of this benefit, the department has created this guideline. The procedures below describe the most feasible manner in which agencies can track the use of administrative leave and monitor compliance with the applicable provisions. The attached charts outline each administrative leave type, authority for use, and applicable caps.

DEFINITIONS:

(1) "Department" means the Department of Management Services.

PROCEDURE:

As with all use of authorized leave, employees are required to provide their supervisors with advance notice of their request to use administrative leave, whenever reasonably possible. Although the current rules do not require documentation for every form of administrative leave, as a general rule, agencies are required to maintain accurate records of leave taken and may establish, for internal control purposes, certain procedures or documentation requirements via administrative policy. In addition, the comments section of the timesheet may be used to memorialize any pertinent information for audit trail purposes. All supervisors should be trained to observe any required limitations on the use of administrative leave, in accordance with the applicable statute, rule, or collective bargaining agreement, as well as any applicable internal agency policies and procedures.

In addition, there are several People First reports the agencies can run to monitor who has used administrative leave and how much was used. The Leave Audit Report will show the total number of hours used for each hours type (including leave types). While these reports will not provide running balances (because cumulative totals are not tracked by the system), they do show the date the administrative leave was used and the number of hours used on that date. Use of these reports can supplement supervisory reviews, as appropriate, and provide overall perspective on trends within the agency and areas where more control may be warranted.

The Timesheet Information Report and the Timesheet Audit Report will be beneficial to the manager or supervisor in monitoring administrative leave usage. These reports are accessible by selecting the Reports tile from the manager's landing page. On the My Reports page managers and supervisors can use the drop down arrow in the box under Time & Attendance Reports to select the specific report.

For each form of administrative leave, the attached chart (Chart 1) outlines the People First Hours Type and corresponding description; a summary of the authorized uses and authority; the applicable usage limitation; and the tracking methodology in place or recommended for proper monitoring.

APPLICABLE STATUTORY AND RULE CITATIONS:

A. Statutory Provisions (Applicable Excerpts)

Section 110.118, F.S. – Administrative leave for certain athletic competition

(2) Any employee of the state who qualifies as a member of the United States team for athletic competition on the world, Pan American, or Olympic level in a sport contested in either Pan American or Olympic competition shall be granted administrative leave without loss of pay or other benefits or rights for the purpose of preparing for and engaging in the competition. In no event shall the paid leave under this section exceed the period of the official training camp and competition combined or 30 calendar days a year, whichever is less.

Section 110.119, F.S. – Administrative leave for military-service-connected disability

(1) An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military-service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. However, such paid leave may not exceed 48 hours per calendar year.

Section 110.120, F.S. – Administrative leave for disaster service volunteers

(3) LEAVE OF ABSENCE. – An employee of a state agency who is a certified disaster service volunteer of the American Red Cross may be granted a leave of absence with pay for not more than 15 working days in any 12-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the employee's employing agency. An employee granted leave under this section shall not be deemed to be an employee of the state for purposes of workers' compensation. Leave under this act may be granted only for services related to a disaster occurring within the boundaries of the State of Florida, except that, with the approval of the Governor and Cabinet, leave may be granted for services in response to a disaster occurring within the boundaries of the United States.

Section 115.07, F. S. – Officers and employees' leaves of absence for reserve or guard training

(2) Leaves of absence granted as a matter of legal right under the provisions of this section may not exceed 240 working hours in any one annual period. Administrative leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and shall be granted by the employing or appointing authority of any state, county, municipal, or political subdivision employee and when so granted shall be without loss of time or efficiency rating.

Section 115.09, F. S. – Leave to public officials for military service

All officials of the state, the several counties of the state, and the municipalities or political subdivisions of the state, including district school and community college officers, which officials are also service members in the National Guard or a reserve component of the Armed Forces of the United States, shall be granted leave of absence from their respective offices and duties to perform active military service, the first 30 days of any such leave of absence to be with full pay.

Section 115.14, F. S. – Employees

All employees of the state, the several counties of the state, and the municipalities or political subdivisions of the state shall be granted leave of absence under the terms of this law; upon such leave of absence being granted said employee shall enjoy the same rights and privileges as are hereby granted to officials under this law, insofar as may be, including, without limitation, receiving full pay for the first 30 days. Notwithstanding the provisions of s. 115.09, the employing authority may supplement the military pay of its officials and employees who are reservists called to active military service after the first 30 days in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military duty. The employing authority shall continue to provide all health insurance and other existing benefits to such officials and employees as required by the Uniformed Services Employment and Reemployment Rights Act, chapter 43 of Title 38 U.S.C.

Section 250.48, F.S. – Leaves of absence

Any officer or employee of the state, of any county or school district of the state, or of any municipality or political subdivision of the state who is a member of the Florida National Guard is entitled to leave of absence from his or her respective duties, without loss of pay, time, or efficiency rating, on all days during which the officer or employee is engaged in active state duty for a named event, declared disaster, or operation pursuant to s. 250.28 or s. 252.36. However, a leave of absence without loss of pay granted under this section may not exceed 30 days for each emergency or disaster, as established by executive order.

B. Rule Provisions (Applicable Excerpts)

Rule 60L-34.0051, F.A.C., Family Supportive Work Program

(7) Agencies may approve up to one hour of administrative leave per month for employees to participate in their child's activities at local schools and child care centers.

Rule 60L-34.0061, F.A.C., Disability Leave

(1) The following provisions govern job-connected disability leave with pay:

(a) An employee who sustains a job-connected disability that is compensable under Chapter 440, Florida Statutes, shall be carried in full-pay status for up to forty work hours without being required to use accrued leave, beginning immediately following the onset of the injury. This leave may be used intermittently to cover appointments to health care providers, physical therapy, and similar activities provided that these activities are directly related to the employee's Workers' Compensation injury. An employee who returns to work and has exhausted the forty hours of disability leave will, upon presentation of written confirmation from the authorized physician, be granted additional disability leave not to exceed forty-eight hours for follow-up examinations or treatment required by the authorized treating physician for a particular injury.

Rule 60L-34.0071, F.A.C., Administrative Leave

(3) An agency shall comply with the following provisions when granting administrative leave for the reasons described.

(a) Jury Duty:

An employee who is summoned as a member of a jury panel shall be granted administrative leave with pay for hours required for such duty not to exceed the number of hours in the employee's normal workday; however, if the jury duty does not require absence for the entire workday, the employee shall return to duty immediately upon release by the court. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty, not to exceed the number of hours in the employee's regular workday. Such leave shall be granted on the next scheduled work shift following each day the employee is in court. Jury fees shall be retained by the employee.

(b) Witness:

1. An employee subpoenaed as a witness, or to give a deposition, in a court or an administrative hearing, not involving personal litigation or service as a paid expert witness shall be granted administrative leave with pay, and witness fees shall be retained by the employee.

2. An employee subpoenaed in the line of duty to represent a state agency as a witness or defendant shall not be granted administrative leave, and appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the agency any fees received from the court.

3. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness.

(c) Examination for military service:

An employee who is ordered to appear for an examination for entrance into the military service shall be granted leave with pay for this purpose on the day of the examination.

(d) Death in family:

1. An employee, upon request, shall be granted two days of administrative leave with pay on the death of the employee's spouse and on the death of the parents, grandparents, brothers, sisters, children, and grandchildren of either the employee or the spouse.

2. Each employee requesting administrative leave due to death in the family shall submit a statement to the appropriate authority stating the name of, and relationship to, the deceased.

(e) Closing facilities under emergency conditions:

1. When offices are closed pursuant to Executive Order of the Governor:

a. Employees assigned to the facilities the agency has closed shall be released from duty and granted administrative leave for the period the facility is closed, unless and except for those employees the agency determines are necessary for providing essential services. Those employees whom the agency requires to report for duty to provide essential services shall be granted special compensatory leave credits for the hours worked during the period the facility is closed only if they hold a position below that of bureau chief (or bureau chief comparable as

defined in Section 20.04(3)(b), Florida Statutes).

b. An employee who is on a prior approved leave of absence or scheduled holiday during an emergency shall not have the leave of absence changed to administrative leave.

c. If the Executive Order issued by the Governor does not specify an ending time and date, the agency's authority under this subsection shall be limited to two consecutive calendar days. Any action beyond two days shall require approval by the Department.

2. Other:

In any other disaster or emergency condition that may necessitate the closing of facilities in an area, the agency shall have the authority and responsibility to determine whether agency offices or facilities, or any portion thereof, are affected by the emergency and are to be closed. The Department must approve the closing of any agency facility or portion thereof for more than two consecutive work days. The Department must approve the closing of any Department-operated state facility. In such cases, employees' attendance and leave shall be handled as prescribed in subparagraph (e)1. above.

(f) Formal investigation:

An employee under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty, shall temporarily be assigned other duties if deemed advisable by the agency, or placed on administrative leave if the employee's absence from the work location is essential to the investigation. The agency shall report in writing to the Department whenever it grants such leave.

(g) Elections:

Any employee may be granted up to one hour of leave with pay for the purpose of voting during normal working hours. An employee shall not be granted administrative leave to work at the polls during elections.

(h) Examinations and interviews:

An employee may be granted up to two hours of leave with pay for the purpose of taking examinations before a state agency, provided such examinations are pertinent to state employment or for the purpose of having interviews for positions within the State Personnel System.

(i) Mentoring:

1. Each employee may be granted up to one hour of administrative leave per week, not to exceed five hours per calendar month, to participate in the Governor's Mentoring Initiative, including the following school or community voluntary activities:

a. Mentoring, tutoring, guest speaking and, when participating in an established mentoring program serving a school district, providing any related services at the direction of the program or volunteer coordinator.

b. Participating in community service programs that meet child, elder, or human needs, including Guardian Ad Litem, Big-Brother/Big Sister, Senior Corps, and Adult Literacy.

2. The supervisor may approve the aggregated use of up to four hours in any calendar month, provided the agency deems such usage appropriate for the delivery of services under sub-subparagraph a. and b. In such cases no further administrative leave shall be granted pursuant to sub-subparagraph a. or b. until one week has elapsed for every additional hour taken in the aggregate.

3. In granting administrative leave for any purpose under this section, the supervisor shall take into consideration the impact of such leave on the employee's work unit.

4. If an employee does not use administrative leave as authorized in this section, the employee shall not accrue or be paid for such leave.

Rule 60L-34.0072, F.A.C., Educational Leave With Pay

(2) Each agency's program shall include provisions that educational leave with pay may be granted any employee to attend a college, university, or training academy for one or more full academic periods, if the following criteria are met:

(a) The plan objectives will be met by allowing the employee to receive the training;

(b) The employee is able to meet the entrance requirements for a planned academic program related to the needs of the agency;

(c) The employee has been employed in the State Personnel System for at least one continuous year.

(8) Each employee who is to be granted educational leave with pay must, prior to the final approval of such leave, and as a condition of receiving such leave, enter into a written agreement with the agency providing, at a minimum:

(a) That the granting of educational leave with pay is terminable by the agency prior to the end of the approved period of leave if the employee fails to make satisfactory progress in the educational program for which the leave is granted. Satisfactory progress means that the employee is achieving a passing academic grade in each course offering that is part of the educational program. Satisfactory progress shall be determined conclusively between the agency and the employee by the final grade received in each course in which academic performance is assigned a grade or by certification from the instructor in each course in which academic performance is not assigned a grade that the employee has satisfactorily completed the course; provided that, in the case where a course is of such length that a final grade or determination of satisfactory completion cannot be made within six months after beginning the course, the instructor shall certify at the end of the first six months whether the employee is then performing at least at the minimum level required to satisfactorily complete the course according to the academic measures of the institution, and such certification shall be binding between the agency and the employee for purposes of termination of the leave.

(b) That, in consideration of the granting of educational leave with pay, the employee agrees to continue employment with the agency after completion of the training for a period of time equal to the length of leave taken, and that the employee's voluntary termination of employment prior to the expiration of said period shall constitute a material breach of contract, entitling the State to liquidated damages in an amount equal to that sum which is the product of multiplying the total of all salary and benefit expenditures for the employee during the period of education leave taken by a fraction, the numerator of which is the number of days remaining to be worked at termination to complete the period of employment equal to the period of educational leave with pay, and the denominator of which is the number of days of educational leave with pay taken.

See attached Chart 1 for a summary of the above rule provisions and the proper leave codes for completion of timesheets.

C. Collective Bargaining Agreements

See attached Chart 2 for a summary of the provisions in the collective bargaining agreements (select articles).

CHART 1
Administrative Leave Types

Hours Type	Description	Authorized Use/Authority	Limit	Tracking Use & Monitoring Compliance
0031	ADMIN - Jury Duty	Employee is serving as a member of a jury panel, as per Rule. 60L-34.0071(3)(a), F.A.C.	No set cap	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts and court documentation.
0032	ADMIN - Witness	Employee is subpoenaed as a witness or to give a deposition in a court or an administrative hearing that does not involve personal litigation or services as a paid expert, nor representation of the state or an agency in the line of duty, as per Rule 60L-34.0071(3)(b), F.A.C.	No set cap	Supervisor should review timesheet to ensure use of these hours comports with all requirements, is consistent with known facts and court documentation, and in accordance with Rule Interpretation 60L-34-2006-#005, <i>Administrative Leave - Witness</i> .
0033	ADMIN - Military Exam	Employee is ordered to appear for an examination required for entrance into military service, as per Rule 60L-34.0071(3)(c), F.A.C.	No set cap	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts or available documentation.
0034	ADMIN - Death in Family	Due to the death of the current spouse, parent, grandparent, brother, sister, child, or grandchild of either the employee or employee's spouse, per Rule 60L-34.0071(3)(d), F.A.C.	Up to 16 hours per eligible family member death.	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts, or available documentation, and in accordance with Rule Interpretations 60L-34-2006-#001, <i>Total Number of Administrative Leave Hours for Death in the Family</i> and 60L-34-2007-#005, <i>Administrative Leave – Death in the Family</i> .
0035	ADMIN - Voting	Employee is voting during normal working hours, as per Rule 60L-34.0071(3)(g), F.A.C.	Up to one hour per election.	The system will allow use of this leave up to the one hour cap, but the supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts (e.g., occurs on a designated voting day), in accordance

Hours Type	Description	Authorized Use/Authority	Limit	Tracking Use & Monitoring Compliance
				with Rule Interpretation 60L-34-2008-#012, <i>Administrative Leave for the Purpose of Voting</i> .
0036	ADMIN - Interview/ Exam	Employee is taking an examination pertinent to state employment before a state agency or interviewing for positions within the State Personnel System, as per Rule 60L-34.0071(3)(h), F.A.C.	Up to two hours per occurrence.	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts or available documentation.
0037	ADMIN - Certain Athletes	Employee is preparing for and engaging in athletic competition as a member of the United States team at the world, Pan American, or Olympic level, as per section 110.118, F.S.	The lessor of 30 calendar days a year, or the combined period of the official training camp and competition event.	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts or available documentation.
0038	ADMIN - Red Cross Disaster	Employee is participating in specialized disaster relief services within Florida as a certified disaster service volunteer of the American Red Cross; or for services occurring within the boundaries of the United States if approved by the Governor and Cabinet, per section 110.120, F.S.	Up to 15 work days in any 12-month period.	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts or available documentation.
0040	ADMIN – Discretionary Day	Administrative leave with pay for employees when state buildings are closed for reasons unrelated to a state of emergency or the conditions at state facilities. Employee use must be authorized by the Department of Management Services (DMS).	Cap set in accordance with DMS approved purpose.	Created for DMS directed use only. Supervisor should review timesheet and consult with the HR Office to ensure use of these hours has been pre-authorized.
0044	ADMIN - Mentor/ Volunteer	Employee is participating in school or community voluntary activities. (Rule 60L-34.0071(3)(i), F.A.C.)	One hour per week, up to four hours at one time, not to exceed five hours per calendar month.	The system will allow use of this leave up to the four hours at one time or the five hours per month cap, but the supervisor should review timesheet to ensure use of these hours comports with all requirements, is consistent with known facts or available documentation, and in accordance with Policy

Hours Type	Description	Authorized Use/Authority	Limit	Tracking Use & Monitoring Compliance
				Guideline 2016-003, <i>Mentoring and Volunteering Administrative Leave</i> .
0045	ADMIN - Office Closure	Employee is relieved from duty due to emergency conditions necessitating the closure of state offices or facilities, on order of the appropriate authority, as per Rule 60L-34.0071(3)(e), F.A.C.	For the hours of work missed as a result of the closure. No set cap	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with agency closure activity.
0046	ADMIN - Formal Investigation	Employee is under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty, if the employee's absence from the work location is essential to the investigation, per Rule 60L-34.0071(3)(f), F.A.C.	No set cap; however, agencies should carefully assess the need to use beyond 90 days.	Supervisors should monitor by report. Unless otherwise governed by a collective bargaining provision, the appropriate agency authority should seek agency head approval for periods beyond 90 days, in accordance with Rule Interpretation 60L-34-2011-#003, <i>Administrative Leave for Formal Investigations</i> .
0056	ADMIN- Authorized Other	Employee use must be authorized by DMS. For example, when the employee is designated to attend union negotiating sessions with the state in accordance with the applicable collective bargaining agreement.	Cap set in accordance with DMS approved purpose.	Created for DMS directed use only. Supervisor should review timesheet and consult with the HR Office to ensure use of these hours has been pre-authorized.
0057	ADMIN- Reserve/NG Training	Employee is participating in recurring training as a service member in a reserve component of the Armed Forces of the United States or in the National Guard, when ordered under the provisions of the United States military or naval training regulations and when assigned to active or inactive duty, per section 115.07, F.S.	Up to 240 hours per military annual period (October 1 through September 30).	The system will allow use of this leave up to the 240 hour cap, but the supervisor should review timesheet to ensure use of these hours is consistent with the military orders and in accordance with the Policy Guideline HRM #2017-019, <i>Military Leave for Recurring Reserve or National Guard Training</i> .
0061	ADMIN-FL National Guard	Employee is called into active state service by the governor as a service member of the Florida National Guard, per section 250.48, F.S.	Limited to the first 30 missed calendar days.	Agency should complete the appropriate Personnel Action Request based on military orders and run reports each pay period to ensure the employee's leave status is updated after 30 days, in accordance with the Policy Guideline HRM #2018-22,

Hours Type	Description	Authorized Use/Authority	Limit	Tracking Use & Monitoring Compliance
				<i>Military Leave for Salaried Employees.</i>
0062	ADMIN-Educational Leave	Employee is attending a college, university, or training academy for one or more full academic periods under an authorized agency program, per Rule 60L-34.0072, F.A.C.	No set cap. Agency authorizes per academic period.	Supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with the written agreement between the employee and the agency.
0065	ADMIN-Workers' Comp Leave	Employee, who has sustained a job-connected disability that is compensable under Chapter 440, F. S., is unable to work or has additional appointments with health care providers, physical therapists, etc., directly related to the workers' compensation injury, per Rule 60L-34.0061, F.A.C.	Limited for up to 40 hours with an additional 48 hours to cover medical appointments.	Supervisor should review timesheet to ensure use of these hours comports with all requirements, is consistent with known facts or available documentation, and in accordance with Policy Guideline HRM #2017-013, <i>Hours of Work, Disability Leave with or Without Pay and Employer Contributions for Employees on Workers' Compensation.</i>
0069	ADMIN-Active Military	Employee has volunteered or has been called into active Federal military service as a service member in the National Guard or a reserve component of the Armed Forces of the United States, as per sections 115.09, F.S. and 115.14, F.S., and Rule 60L-34.0062(1), F.A.C.	Limited to the first 30 missed calendar days.	Agency should complete the appropriate Personnel Action Request based on military orders and run reports each pay period to ensure the employee's leave status is updated after 30 days and in accordance with the Policy Guideline HRM #2018-022, <i>Military Leave for Salaried Employees.</i>
0075	ADMIN-Veterans Disability	Employee is being examined or treated for a service connected disability, as scheduled by the United States Department of Veterans Affairs, per section 110.119(1), F.S.	Up to 48 hours per calendar year.	The system will allow use of this leave up to the 48 hour cap, but the supervisor should review timesheet to ensure use of these hours comports with all requirements and is consistent with known facts or available documentation.
0080	ADMIN-Child's Activities	Employee is participating in the activities of a child for whom he/she has parental or loco parentis authority, at local schools and/or child care centers, per Rule 60L-34.0051(7), F.A.C.	Up to one hour per calendar month.	The system will allow use of this leave up to the one hour per month cap, but the supervisor should review timesheet to ensure use of these hours comports with all requirements and is

Hours Type	Description	Authorized Use/Authority	Limit	Tracking Use & Monitoring Compliance
				consistent with known facts or available documentation.

CHART 2

Administrative Leave Provisions in the Collective Bargaining Agreements

While Collective Bargaining Agreements utilize additional language such as “without loss of pay” or “time off with pay” the charts below only address those absences which are compensated with administrative leave.

American Federation of State, County and Municipal Employees – Human Services, Professional, Operational Services, Administrative and Clerical Units

AFSCME Article / Section	Text	Designation of Time Used
<p>Article 5 – UNION ACTIVITIES AND EMPLOYEE REPRESENTATION</p> <p>SECTION 8 - Negotiations</p>	<p>The Union may designate employees within each unit to serve as its Negotiation Committee, and such employees will be granted administrative leave with pay to attend negotiating sessions with the state; provided, however, that the total number of employees designated by the Union shall not exceed one employee for each 2,000 covered employees. No more than one employee shall be selected from the same work unit at any one time, nor shall the selection of any employee unduly hamper the operations of the work unit. The names, classifications, and work locations of employees designated for the Negotiations Committee shall be provided to the Department of Management Services by September 1 of each year.</p>	<p>Administrative Leave</p>
<p>Article 18 - LEAVES OF ABSENCE, HOURS OF WORK, DISABILITY LEAVE</p> <p>SECTION 5 – Disability Leave</p>	<p>(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department will approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee’s Workers’ Compensation benefits so that the employee may be in full-pay status.</p> <p>(1) An agency may request permission from the Department of Management Services to continue an employee in full-pay status on administrative leave, as described in (C), above, who sustains a job-connected disability resulting from an act of violence inflicted by another person while engaged in work duties or from an assault under riot conditions and has exhausted all the</p>	<p>Administrative Leave</p>

AFSCME Article / Section	Text	Designation of Time Used
	employee's accrued leave when such leave usage amounts to fewer than 100 hours.	

Federation of Physicians and Dentists – SES Physicians Unit

FPD-SES Physician Unit Article / Section	Text	Designation of Time Used
<p>Article 5 – EMPLOYEE RIGHTS, MANAGEMENT, AND UNION COMMUNICATIONS</p> <p>SECTION 7 – Negotiations</p>	<p>(B) The Union may designate certain employees to serve on its negotiation committee, and such employees will be granted administrative leave to attend negotiation sessions with the state. The Union negotiation committee shall be limited to up to five employees and no more than two per agency. The state shall not reimburse employees for travel, meals, and lodging in connection with negotiations unless the state specifically requests that an employee be in attendance to elaborate on a particular issue.</p>	<p>Administrative Leave</p>
<p>Article 16 - LEAVES OF ABSENCE, HOURS OF WORK</p> <p>SECTION 4 – Disability Leave with Pay</p>	<p>(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.</p> <p>(1) An agency may request permission from the Department of Management Services to continue an employee in full-pay status on administrative leave, as described in (C), above, who sustains a job-connected disability resulting from an act of violence inflicted by another person while engaged in work duties or from an assault under riot conditions and has exhausted all the employee's accrued leave when such leave usage amounts to fewer than 100 hours.</p>	<p>Administrative Leave</p>

**Federation of Physicians and Dentists/AHPE – SES Supervisory
Non-Professional Unit**

FPD/AHPE-SES Supervisory Non- Professional Unit Article / Section	Text	Designation of Time Used
Article 5- UNION ACTIVITIES AND EMPLOYEE REPRESENTATION SECTION 8 – Negotiations	(B) The Union may designate employees to serve on its Negotiation Committee, and the employees will be granted administrative leave to attend negotiating sessions with the state. No employee shall be credited with more than the number of hours in the employee’s regular workday for a day the employee is in negotiations. The total number of hours paid employees on the Negotiation Committee during the term of the Agreement shall not exceed 250 hours. The agency shall not reimburse employees for travel, meals, lodging, or any expense incurred in connection with attendance at negotiating sessions.	Administrative Leave
Article 18 – HOURS OF WORK/OVERTIME & LEAVES OF ABSENCE SECTION 4 – Disability Leave with Pay	(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee’s Workers’ Compensation benefits so that the employee may be in full-pay status. (1) An agency may request permission from the Department of Management Services to continue an employee in full-pay status on administrative leave , as described in (C), above, who sustains a job-connected disability resulting from an act of violence inflicted by another person while engaged in work duties or from an assault under riot conditions and has exhausted all the employee’s accrued leave when such leave usage amounts to fewer than 100 hours.	Administrative Leave

Florida Nurses Association – Professional Health Care Unit

FNA-PHCU Article / Section	Text	Designation of Time Used
Article 5 – EMPLOYEE REPRESENTATION AND	(B) The Association may designate employees to serve on its Negotiation Committee, and such employees will be granted administrative leave to attend negotiating	Administrative Leave

FNA-PHCU Article / Section	Text	Designation of Time Used
<p>ASSOCIATION ACTIVITIES</p> <p>SECTION 8 – Negotiations</p>	<p>sessions with the state. No employee shall be credited with more than the number of hours in the employee’s regular workday for a day the employee is in negotiations. The total number of hours of administrative leave provided to employees on the Negotiation Committee shall not exceed 250 hours. The time in attendance at negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse employees for travel, meals, lodging, or an expense incurred in connection with attendance at negotiating sessions.</p> <p>No more than one employee shall be selected from the same work unit at a time, nor shall the selection of an employee unduly hamper the operations of the work unit.</p>	
<p>Article 22 – DISABILITY LEAVE</p> <p>SECTION 1 – Disability Leave with Pay</p>	<p>(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests that, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee’s Workers’ Compensation benefits so that the employee may be in full-pay status.</p> <p>(1) An agency may request permission from the Department of Management Services to continue an employee in full-pay status on administrative leave, as described in (C), above, who sustains a job-connected disability resulting from an act of violence inflicted by another person while engaged in health care duties or from an assault under riot conditions and has exhausted all the employee’s accrued leave when such leave usage amounts to fewer than 100 hours.</p>	<p>Administrative Leave</p>

Florida State Fire Service Association – Fire Service Unit

FSFSA Article / Section	Text	Designation of Time Used
Article 5 - REPRESENTATION RIGHTS SECTION 9 – Negotiations	(B) The FSFSA may designate up to six (6) employees within the unit to attend each single-day session as Negotiation Committee members and such employees will be granted administrative leave with pay to attend negotiating sessions with the state. If travel to and from negotiations unavoidably occurs on the participant’s scheduled work days immediately preceding or following a day of negotiation, employees shall be eligible to receive leave with pay on an hour for hour basis for such reasonable travel time pending review and approval by the employing agency. No employee shall be credited with more than the number of hours in the employee’s regular workday for any day the employee is attending negotiations or traveling to or from negotiations. The time in attendance at such negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse the employee for travel, meals, lodging, or any expense incurred in connection with attendance at negotiating sessions.	Administrative Leave

Police Benevolent Association – Florida Highway Patrol Bargaining Unit

PBA-FHP Article / Section	Text	Designation of Time Used
Article 5 - EMPLOYEE REPRESENTATION AND PBA ACTIVITIES SECTION 9 - Negotiations	(B) The PBA may designate up to four employees to attend each single-day session as Negotiation Committee members who will be granted administrative leave to attend negotiating sessions with the state. If travel to and from negotiations unavoidably occurs on work days immediately preceding or following a day of negotiation, employees shall be eligible to receive administrative leave on an hour for hour basis for such reasonable travel time pending review and approval by the employing agency. If the PBA chooses to hold a negotiation preparatory meeting on the calendar day immediately preceding a scheduled negotiation session, negotiation committee members will be granted administrative leave for attendance at such meeting. Administrative leave for travel time to such preparatory meeting is limited to the day of the preparatory meeting. No employee shall be credited with more than the number of hours in the employee’s regular workday for any day the employee is attending negotiations or traveling to or from negotiations. The time in attendance at such preparatory meetings and negotiating sessions shall not be counted as hours	Administrative Leave

PBA-FHP Article / Section	Text	Designation of Time Used
	worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse the employee for travel, meals, lodging, or any expense incurred in connection with attendance at preparatory meetings or negotiating sessions.	
Article 7 – INTERNAL INVESTIGATIONS	(F) In cases where the agency determines that the employee's absence from the work location is essential to the investigation and the employee cannot be reassigned to other duties pending completion of the investigation, the employee shall be placed on administrative leave with pay. Such leave shall be in accordance with Chapter 60L-34, Florida Administrative Code.	Administrative Leave
Article 18 – HOURS OF WORK, LEAVE AND JOB-CONNECTED DISABILITY SECTION 9 – Disability Leave with Pay	(B)(1) An employee who is maliciously or intentionally injured and thereby sustains a job-connected disability compensable under Chapter 440, F.S., shall be carried in full-pay status on administrative leave during the duration of the disability rather than being required to use accrued leave. (C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2, Florida Administrative Code. The Department shall approve such requests that, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.	Administrative Leave

Police Benevolent Association – Law Enforcement Bargaining Unit

PBA-LEU Article / Section	Text	Designation of Time Used
Article 5 - EMPLOYEE REPRESENTATION AND PBA ACTIVITIES SECTION 9 - Negotiations	(B) The PBA may designate up to eight employees to attend each single-day session as Negotiation Committee members who will be granted administrative leave to attend negotiation sessions with the state. If travel to and from negotiations unavoidably occurs on work days immediately preceding or following a day of negotiation, employees shall be eligible to receive administrative leave on an hour for hour basis for such reasonable travel time	Administrative Leave

PBA-LEU Article / Section	Text	Designation of Time Used
	<p>pending review and approval by the employing agency. If the PBA chooses to hold a negotiation preparatory meeting on the calendar day immediately preceding a scheduled negotiation session, negotiation committee members will be granted administrative leave for attendance at the meeting. Administrative leave for travel time to the preparatory meeting is limited to the day of the preparatory meeting. No employee shall be credited with more than the number of hours in the employee's regular workday for a day the employee is attending negotiations or traveling to or from negotiations. The time in attendance at such preparatory meetings and negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse the employee for travel, meals, lodging, or any expense incurred in connection with attendance at preparatory meetings or negotiating sessions.</p>	
<p>Article 7 – INTERNAL INVESTIGATIONS</p>	<p>(F) In cases where the agency determines that the employee's absence from the work location is essential to the investigation and the employee cannot be reassigned to other duties pending completion of the investigation, the employee shall be placed on administrative leave with pay. Such leave shall be in accordance with Chapter 60L-34, Florida Administrative Code.</p>	<p>Administrative Leave</p>
<p>Article 18 – HOURS OF WORK, LEAVE AND JOB-CONNECTED DISABILITY</p> <p>SECTION 9 – Disability Leave with Pay</p>	<p>(B)(1) An employee who is maliciously or intentionally injured and thereby sustains a job-connected disability compensable under Chapter 440, F.S., shall be carried in full-pay status on administrative leave during the duration of the disability rather than being required to use accrued leave.</p> <p>(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2, Florida Administrative Code. The Department shall approve such requests that, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.</p>	<p>Administrative Leave</p>

Police Benevolent Association – Security Services Bargaining Unit

PBA-SSU Article / Section	Text	Designation of Time Used
<p>Article 5 – PBA ACTIVITIES AND EMPLOYEE REPRESENTATION</p> <p>SECTION 9 - Negotiations</p>	<p>(B) The PBA may designate certain employees within this unit to serve as its Negotiation Committee, and such employees will be granted administrative leave to attend negotiating sessions with the state. An employee serving on the Negotiation Committee shall also be granted administrative leave to attend a negotiation preparatory meeting to be held the calendar day immediately preceding each scheduled negotiation session, provided that the negotiation preparatory meeting is held on what would otherwise be the employee’s normal workday. No employee shall be credited with more than the number of hours in the employee’s regular workday for any day the employee is in negotiations. The total number of hours, including the hours spent in negotiation preparatory meetings, paid all employees on the PBA’s Negotiation Committee shall not exceed 1000 hours. The time in attendance at such preparatory meetings and negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse the employee for travel, meals, lodging, or any expense incurred in connection with attendance at preparatory meetings or negotiating sessions.</p>	<p>Administrative Leave</p>
<p>Article 7 – DISCIPLINE AND DISCHARGE</p> <p>SECTION 4 – Interrogation during Internal Investigations</p>	<p>(G) In cases where the agency determines that the employee’s absence from the work location is essential to the investigation and the employee cannot be reassigned to other duties pending completion of the investigation, the employee shall be placed on administrative leave in accordance with Rule 60L-34, Florida Administrative Code. In cases where an employee has been reassigned by the Department of Corrections pending the outcome of an investigation and the charges or allegations against the employee are not sustained, the reassigned employee shall be offered the option to return to the original work location and, if requested, the previously held shift and days off as soon as they become available. As an exception, the Department may retain the employee in the reassigned work location if it determines that information has been produced in the course of its investigation of the charges that evidences a substantial likelihood of interference with the operations of the work unit if the employee is returned to the original work location.</p>	<p>Administrative Leave</p>
<p>Article 22 – JOB- CONNECTED DISABILITY</p> <p>SECTION 1 – Disability Leave with Pay</p>	<p>(B)(1) An employee who is maliciously or intentionally injured and thereby sustains a job-connected disability compensable under Chapter 440, F.S., shall be carried in full-pay status on administrative leave during the duration of the disability rather than being required to use accrued leave.</p>	<p>Administrative Leave</p>

PBA-SSU Article / Section	Text	Designation of Time Used
	(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.	

Police Benevolent Association – Special Agent Bargaining Unit

PBA-SABU Article / Section	Text	Designation of Time Used
Article 5 - EMPLOYEE REPRESENTATION AND ASSOCIATION ACTIVITIES SECTION 9 – Negotiations	(B) The Association may designate certain employees to serve as its Negotiation Committee, and such employees will be granted administrative leave to attend negotiating sessions with the state. An employee serving on the Negotiation Committee shall also be granted a maximum of eight hours administrative leave to attend a negotiation preparatory meeting to be held the calendar day immediately preceding each scheduled negotiation session, provided that the negotiation preparatory meeting is held on what would otherwise be the employee's normal workday. No employee shall be credited with more than the number of hours in the employee's regular workday for any day the employee is in negotiations. No more than three employees that may attend a preparatory meeting or negotiating session. The time in attendance at such preparatory meetings and negotiating sessions shall not be counted as hours worked for the purpose of computing compensatory time or overtime. The agency shall not reimburse the employee for travel, meals, lodging, or any expense incurred in connection with attendance at preparatory meetings or negotiating sessions.	Administrative leave
Article 7 – INTERNAL INVESTIGATIONS AND DISCIPLINARY ACTION SECTION 1 – Internal Investigations	(D) In cases where the FDLE determines that the employee's absence from the work location is essential to the investigation and the employee cannot be reassigned to other duties pending completion of the investigation, the employee shall be placed on administrative leave pending investigation. Such	Administrative Leave

PBA-SABU Article / Section	Text	Designation of Time Used
	leave shall be in accordance with Rule 60L-34, Florida Administrative Code.	
Article 22 – JOB-CONNECTED DISABILITY SECTION 1 – Disability Leave with Pay	(B)(1) An employee who is maliciously or intentionally injured and thereby sustains a job-connected disability compensable under Chapter 440, F.S., shall be carried in full-pay status on administrative leave during the duration of the disability rather than being required to use accrued leave. (C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee’s Workers’ Compensation benefits so that the employee may be in full-pay status.	Administrative Leave

State Employees Attorneys Guild – SES Attorneys Bargaining Unit

SEAG-SES Attorneys Unit Article / Section	Text	Designation of Time Used
Article 5 - EMPLOYEE RIGHTS, MANAGEMENT, AND UNION COMMUNICATIONS SECTION 6 – Negotiations	(B) The Union may designate employees to serve on its negotiation committee, and the employees will be granted administrative leave to attend scheduled negotiation sessions with the state when attendance does not interfere with the performance of the employee’s duties or does not unduly hamper the operation of the employee’s work unit. The Union negotiation committee shall be limited to five employees. No more than one employee shall be selected from the same work unit at any one time. The state shall not reimburse employees for travel, meals, or lodging in connection with negotiations unless the state specifically requests an employee be in attendance to elaborate on a particular issue.	Administrative Leave
Article 16 – HOURS OF WORK AND EMPLOYEE LEAVE	(C) After an employee has used a total of 100 hours of accrued sick, annual, or compensatory leave, or leave without pay, the agency may request permission from the Department of Management Services to continue the employee in full-pay status for a subsequent period of	Administrative Leave

SEAG-SES Attorneys Unit Article / Section	Text	Designation of Time Used
SECTION 6 – Disability Leave with Pay	<p>not more than 26 weeks from the date requested by the agency. This request is to include the information described in Rule 60L-34.0061(1)(b)2. The Department shall approve such requests which, in its judgment, are in the best interest of the state. Upon approval of the request by the Department, the agency will provide the employee with administrative leave (Leave Code 0056, Admin - Authorized Other) in an amount necessary to supplement the employee's Workers' Compensation benefits so that the employee may be in full-pay status.</p> <p>(1) An agency may request permission from the Department of Management Services to continue an employee in full-pay status on administrative leave, as described in (C), above, who sustains a job-connected disability resulting from an act of violence inflicted by another person while engaged in work duties or from an assault under riot conditions and has exhausted all the employee's accrued leave when such leave usage amounts to fewer than 100 hours.</p>	

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