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Category: Human Resources

Title

Attendance Policy

Policy

Work Hours

Attendance and reliability are fundamental to being a successful team member at the University of Florida College of Dentistry. Employees are expected to be here every day, on time and ready to start the workday based on their established schedule. The college hours are typically from 8:00 am to 5:00 pm, Monday through Friday. Employees are expected to adhere to their specified work schedule as determined by their supervisor and should be reflected in each employee’s current job description. In accordance with university policy, any modifications to work schedules, including overtime, must be requested and approved in advance by the employee’s supervisor. All non-exempt TEAMS, USPS employees and OPS employees must obtain supervisory approval prior to adjusting their schedule. All non- exempt (hourly) employees must accurately report their actual hours worked in myUFL on a daily basis.

Working from home will not be allowed unless a formal alternate work location agreement is in place. If there is a specific case, the employee will need to request to work from home by discussing with their supervisor in advance to obtain prior approval.

Overtime for Non-Exempt Employees

Overtime is defined as work beyond the 40 hour workweek (Friday through Thursday). Overtime must be approved by an employee’s supervisor in advance, except in situations in which adhering to pre-approved schedules would compromise patient care and/or safety, and/or jeopardize following research protocol. Employees who repeatedly accrue overtime without supervisory approval will receive disciplinary action:

<https://hr.ufl.edu/manager-resources/employee-relations/disciplinary-processes/>.

Supervisors and their non-exempt TEAMS and USPS employees are encouraged to discuss the two overtime options available: compensatory leave or overtime pay. Compensatory leave is credited to the employee at one and one-half times the number of hours of overtime worked. Overtime pay is at a rate of one and one-half times the employee's rate of pay. Employees may specify their preference between the two options. It is important to remember that compensatory leave has a maximum limit of 120 hours accrued. When an employee reaches the limit, the employee must either receive overtime pay for additional hours of overtime worked or use the accrued overtime compensatory leave before receiving further overtime compensatory leave.

Full-time OPS employees must be paid one and one-half times their regular rate of pay for each hour of overtime worked. There are no alternative arrangements.

Rest Periods/Breaks

During each four (4) hours that an employee works, a 15-minute rest period/break is permitted whenever possible; however, it is not required. Employees should obtain approval from their immediate supervisor prior to taking a break. These breaks may not be accumulated for later use and may not be combined. Rest periods/breaks are to be counted as time worked and there is no need to enter rest periods in myUFL.

Tardiness

Tardiness is defined as: reporting to work late at the beginning of the work shift, leaving early, returning late from a work break or lunch, or leaving work early at the end of the work day, all without prior approval. Employees are expected to notify their supervisor on each occasion that they will be arriving late or leaving early. Excessive tardiness and/or failure to notify your supervisor of your tardies may result in unauthorized leave without pay and/or disciplinary action.

Lunch Break

Employees are expected to take their scheduled lunch break at the designated time and for the scheduled duration. All non-exempt employees must take a lunch break of a minimum of 30 minutes if they work a shift of more than six hours in duration. The supervisor sets the duration and time for a lunch break. All non-exempt employees must accurately report lunch breaks in myUFL. Non-exempt employees are not permitted to work during their lunch breaks and are highly encouraged to leave their workstations during the break. In the event that employees are required to work during lunch breaks (e.g., staff meeting, etc.), their schedule can be adjusted during the same workweek (Friday through Thursday, within 40 hours). If a schedule adjustment is not possible, the employee will be compensated accordingly with either compensatory leave or overtime pay based on prior supervisory approval.

Compensatory Leave

Use of compensatory leave must be approved in advance by the employee's supervisor and appropriately entered in myUFL. Employees are required to use their compensatory leave balances prior to using vacation leave balances. Unused compensatory leave credits must be taken as preapproved leave time or be cashed out prior to the end of each fiscal year. This cash out will occur automatically.

Vacation

Employees should submit requests for vacation in advance and leave may only be taken once approval is received from their immediate supervisor. Employees must enter vacation time in myUFL for approval by his/her supervisor. Employees must ensure that they have accrued a sufficient leave balance prior to submitting a request for leave and may not request leave that exceeds their leave balance. Employee requests for vacation may be denied if they do not have sufficient leave, if scheduling/office coverage does not permit the leave, and/or an employee has received disciplinary action related to unsatisfactory attendance.

Vacation leave must only be used for preapproved requests and cannot be used in the case of an employee who is out sick except for absences that qualify under the Family Medical Leave Act (FMLA) and the employee has the appropriate FMLA paperwork on file.

Sick Leave

Sick leave may be used due to an employee's illness, injury, or exposure to a contagious disease, a disability where the employee is unable to perform assigned duties, and for appointments with health care providers. Sick leave may also be used due to an immediate family member's illness, injury, or appointment with health care providers. In addition, sick leave may be used due to the death of an immediate family member. Upon return from sick leave, an employee must report their absence in myUFL for approval by their supervisor. For routine medical appointments, employees must notify and obtain approval from their supervisor in advance of scheduling the appointment.

Employees who are out sick must follow proper departmental procedure for notification of their absence for each day they are unexpectedly out. Failure to follow proper notification and approval procedures may result in unauthorized leave without pay, and be subject to disciplinary action.

More than three (3) occurrences of sick leave in any 30-day period may be considered excessive and employees may be required to submit documentation from a health care provider on the fourth (4th) occurrence. Employees may also be required to submit

documentation for an absence of three consecutive workdays or more. It will be the supervisor's discretion to request medical documentation. Sick leave must only be used for sick occurrences as mentioned above and cannot be used for any vacation requests.

Supervisors should ensure that employees are treated fairly and consistently. If you have any questions on this, please contact the college Human Resources office for assistance.

FMLA

Employees must submit the appropriate Certification of Health Care Provider form to be eligible for coverage under FMLA. Further information on what FMLA is and who is covered can be found at: <https://benefits.hr.ufl.edu/time-away/fmla/>. Employees may use accrued vacation time, accrued sick leave, compensatory leave or leave without pay for conditions certified under the FMLA. Absences certified under the FMLA should be reported as such in myUFL. Supervisors are responsible for making employees aware of their FMLA rights.

Administrative Leave

Administrative leave can be granted for specific occurrences such as jury duty, death in immediate family, and official emergency closure. Please refer to the UF HR [Administrative Leave Page](#), and [Jury Duty Page](#) for additional information. Application for leave form and appropriate documentation is required for such leaves. Example: An employee who is summoned to jury duty is required to notify their supervisor of the expected absence as soon as possible and attach a copy of the summons to their leave request.

Full-time TEAMS and USPS employees may use up to two days of administrative leave for each occurrence of death in their immediate family. The two-day benefit is prorated for part-time employees. Employees should notify their supervisor of the expected absence as soon as possible and provide their supervisor with documentation of the death (e.g. obituary, funeral program, etc.) for inclusion in their personnel file for auditing purposes. Definitions of immediate family may be found at: https://benefits.hr.ufl.edu/wp-content/uploads/sites/3/2018/05/immediate_family_defs.pdf.

Supervisors

Appropriate supervision of non-exempt employees must be maintained at all times to ensure the integrity and accuracy of time worked records. University of Florida policy prescribes that supervisors be present during their employees' working hours so they may verify hours worked.

Any employee or supervisor who falsifies any time record, including time clock or time records, applications for leave, and the like, is subject to disciplinary action up to and including dismissal. Supervisors are encouraged to approve their employee's time in myUFL daily to ensure accuracy.

Faculty and Exempt Staff

Faculty and Exempt (salaried) staff are expected to regularly work 40 or more hours per week (if full-time), within the scope of their assigned duties. Teaching faculty should have posted office hours for students.

All faculty and staff must adhere to the vacation, sick, FMLA and administrative leave policies above. Faculty and exempt staff must enter any leave used (vacation, sick, etc.) during the pay period in which the leave was taken. Any falsification of time including not reporting leave and employees who exhibit excessive and/or observed pattern of call outs, will receive disciplinary action up to and including dismissal.

If faculty are going to request a reduction in their FTE, they will need to provide a four months' notice. This reduction in FTE will have to be approved by the faculty's supervisor.

Definitions

OPS: Other Personnel Services, temporary employment

Non-Exempt: Paid hourly, entitled to overtime pay/compensatory time

Exempt: Paid annually, not entitled to overtime pay/compensatory time

UF definition of Immediate family: Employee's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee's spouse or domestic partner, or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is the current legal guardian. https://benefits.hr.ufl.edu/wp-content/uploads/sites/3/2018/05/immediate_family_defs.pdf

FMLA definition of immediate family: Employee; parent, spouse, child of employee

References

[Attendance and Time Reporting](#)

[Application for Leave](#)

[Disciplinary Process](#)

Contact Information

Policy Contact(s)

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Important Dates

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