

Requesting administrative leave in emergency closing situations for employees in off-campus locations

The purpose of providing administrative leave for emergency closings is to remove UF employees from potentially dangerous situations. Because there are many UF work sites in the state of Florida not physically located on main campus, it is possible for employees in those outlying areas to be impacted by weather events or other emergencies that do not affect main campus, and vice versa. UF authorities in off-campus locations must be responsible for monitoring local weather conditions and instructions from local emergency management authorities.

Employees shall be provided leave for official emergency closing of affected University of Florida facilities located away from main campus. Employees in off-campus locations not affected by weather emergencies that affect main campus shall not be entitled to emergency closing leave based on events occurring on main campus. Except for those employees determined necessary for providing essential service, employees assigned to those facilities which have been closed shall be released from duty and granted paid leave for the period the facility is closed. Such official emergency closing leave shall not be reduced. As a result, any hours to be compensated over a USPS or non-exempt TEAMS employee's FTE shall be compensated via special compensatory leave.

An employee who is on prior approved leave or scheduled holiday during the emergency shall not have the leave changed to official emergency closing leave.

Special compensatory leave also shall be provided to USPS or non-exempt TEAMS employees required to perform essential services during the emergency closing.

Approval

Administrative leave for an official emergency closing typically is provided due to natural disasters—for example, hurricanes, tropical storms. In these instances, relocation of affected employees is the first course of action to be taken. If, however, a Governor's executive order is in place (to close a county, for example) or relocation is not an option, the following applies.

With a Governor's Executive Order

If a Governor's executive order is in place, no approval beyond the order is necessary. Employees will be granted administrative leave. However, this process still should be coordinated with the off-site department's central campus administrative office and Leave Administration. The manager/director of the off-site location should craft a memorandum addressed to the Vice President of Human Resources that describes the event, the affected date(s) and times, the identifying information from the pertinent governor's executive order authorizing the closures/administrative leave, and a list of employees receiving administrative leave with UFIDs and the number of hours of leave each received. The memorandum should be

submitted through the campus administrative office for review, and then submitted to Leave Administration for final review. The off-site location will be contacted if there are questions or concerns about the use of administrative leave.

Please note that it is very important to pay close attention to the language of the Governor's order because the parameters may vary—sometimes the executive orders provide administrative leave based on where an employee works; other times, the orders provide leave based on where an employee lives. If it is determined that administrative leave was awarded inappropriately (ex: leave granted based on employee's work site but leave used based on where employee lives) employees will be required to replace it with personal accrued leave.

Without a Governor's Executive Order

In the absence of a Governor's executive order, administrative leave for the official emergency closing of university facilities is approved by the Vice President for Human Resource Services—except for IFAS facilities outside of Alachua County. For these IFAS facilities, approval has been delegated to the center directors (unless a Governor's executive order is in place for the county, in which case it takes precedence as described above).

Given that it is not always possible to get specific information in a timely manner, in appropriate situations and in the absence of good information, employees should be authorized vacation leave pending further information about whether that vacation leave may be changed to administrative leave. In the event the vacation leave cannot be changed to administrative leave the employee will have used his or her vacation leave appropriately.

In all cases, Leave Administration or the appropriate personnel satellite office should be contacted, or efforts should be coordinated, through the campus administrative office, prior to approving the use of administrative leave—even on a tentative basis.

Requesting administrative leave in the absence of an executive order

The manager/director of the off-campus location should craft a memorandum requesting the administrative leave, addressed to the Vice President of Human Resources, that describes the event, the affected date(s) and times, and a list of employees for whom administrative leave is being requested, along with their UFIDs and the number of hours requested for each employee. The memorandum should be submitted to the campus department administrative office for review and approval by the dean, director or department chair, routed through the local college or administrative affairs office for a second review and approval, and if approvals have been received, the memo should be submitted to Leave Administration for final review prior to submission to the Vice President for either approval or denial of the request.