NEW ATTENDANCE and LEAVE POLICIES and PROCEDURES

A number of improvements have been made to Attendance and Leave policies and procedures to align them with OMNI capabilities and practices. The entire policy is available for review online at http://policies.vpfa.fsu.edu/personnel/3e.html#Attend. Please review the highlighted information below and pass it along to your department’s employees.

Changes in the text and application of the Attendance and Leave policy:

General Leave
- Added personal holiday to the types of leave that must be requested in advance.
- A Telecommuting Agreement with the University will be required for employees who are working remotely regardless of leave usage.
- Administrative leave for voting requires approval of Chief Human Resources Officer and supervisor.
- There is now a 31 day limit for transferring annual and sick leave to and from FSU and the combined amount of annual leave paid and/or transferred is limited to the year-end maximum of the employee’s pay plan.
- Except for layoffs, any leave that is unused and not eligible for a payout is forfeited upon separation.

Excess Annual Leave
- Excess annual leave may not be retained for the purpose of using it as terminal leave prior to retirement or separation from the University.
- The excess annual leave rollover has been changed from December 31 to the end of the last full pay period in December.
- Excess annual leave retention language has changed to allow for extraordinary circumstances.

Compensatory Leave
- Compensatory leave retention language changed to allow for extraordinary circumstances.
- Compensatory leave is now required to be used before annual leave.

Important Policy Reminders:
- Employees on FMLA, parental leave, military leave or leave without pay, especially for extended periods of time, must contact the Benefits Office to discuss benefit payment options.
- Annual leave payouts are limited to a lifetime maximum for the pay plan of the separating employee and prior annual leave payouts will be included in the calculation.

Changes in the format and presentation of the Attendance and Leave policy:
- Hyperlinks have been added to specific references and documents to allow easier access to additional information and forms.
- Leave rules have been reorganized by pay plan to make it easier to find applicable items.
- The compensatory leave section has been reorganized and clarified for the various types of employees, workweek practices and types of compensatory leave.

References
Attendance & Leave Policy - http://policies.vpfa.fsu.edu/personnel/3e.html#Attend

For further information, contact the HR Help Desk at 850-644-6664.
NEW POLICIES and PROCEDURES FOR THE SICK LEAVE POOL

A number of improvements have been made to Sick Leave Pool policies and procedures to align them with OMNI capabilities and practices. Please review these changes below and pass this information along to your department’s employees.

**Sick Leave Pool Membership Identifiers in OMNI**
Employees can now see their Sick Leave Pool membership on the Benefits Summary page in OMNI Self Service (Benefits > Benefits Summary). If they are a Sick Leave Pool member, they will see it listed along with their other benefits as in this example:

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Capital Health Plan PRTX</td>
<td>Family Health</td>
</tr>
<tr>
<td>Life</td>
<td>Minnesota Life (Basic St) PRTX</td>
<td>Salary X 1.5</td>
</tr>
<tr>
<td>Sick</td>
<td>Sick Leave Plan</td>
<td>4.000 Accrual Hrs</td>
</tr>
<tr>
<td>Vacation</td>
<td>Vacation Leave AP &amp; 12 Mon Fac</td>
<td>6.769 Accrual Hrs</td>
</tr>
<tr>
<td>Sick Pool</td>
<td>Sick Pool Benefit Plan</td>
<td>- - - -</td>
</tr>
<tr>
<td>PERS-FRS</td>
<td>FRS Pension Plan Regular Class</td>
<td>0% of Earnings</td>
</tr>
</tbody>
</table>

Sick Leave Pool members will now also see ‘Sick Pool’ in the leave balance box on the bottom of the OMNI timesheet. There will be no balance unless the employee has been granted and is currently using Sick Leave Pool hours.

A new query, FSU_TL_SICKPOOL_MEMBERS_5Z_DEP, is available for departments to identify employees within a department who are Sick Leave Pool members (replaces FSU_TL_SICKPOOL_MEMBERS_DEPT).

**Prospective Sick Leave Pool Members**
Beginning this summer, employees who may be eligible for Sick Leave Pool membership will be identified and contacted approximately once a month and invited to apply for membership. Prospective members are A&P, USPS and Faculty employees who are near completion of their first year of University service and have at least 72 hours of sick leave.

**Sick Leave Pool Policy Changes**
Highlighted below are some of the changes to Sick Leave Pool policy. The entire policy is available for review online at [http://policies.vpfa.fsu.edu/personnel/3e.html#2](http://policies.vpfa.fsu.edu/personnel/3e.html#2).

- Hyperlinks have been added to specific references and documents to allow easier access to additional information and forms.
- The amount of hours that can be donated by Sick Leave Pool members upon separation from the University has been increased to 40 hours (formerly 16). The donation will continue to be deducted from the donor’s sick leave balance prior to any payout calculation. The Separation Checklist has been updated to reflect the new donation amount.
The maximum amount of sick leave that may be granted from the Sick Leave Pool per request is 160 hours (4 workweeks), formerly 172. The 480 hour twelve month and 960 hour lifetime maximums remain the same.

Membership in the Sick Leave Pool will be terminated upon retirement or separation from the University. If an employee is rehired and wishes to join the Sick Leave Pool, the requirements for membership must be met as if for a new employee.

The membership requirement of one year combined State/University employment has changed to one year of continuous employment at The Florida State University.

A member requesting Sick Leave Pool hours will be required to contact the FMLA Administrator (Family and Medical Leave Act) to determine their eligibility for FMLA coverage.

A Telecommuting Agreement with the University will be required for employees who are working remotely while using or maintaining a balance of Sick Leave Pool hours.

Employees may not be actively engaged in employment outside the University while using or maintaining a balance of Sick Leave Pool hours.

Circumstances requiring review by the Sick Leave Pool Committee for continued use of Pool hours have been added.

References
Sick Leave Pool Policy - http://policies.vpfa.fsu.edu/personnel/3e.html#2

Sick Leave Pool Additional Information -
http://hr.fsu.edu/index.cfm?page=FacultyStaff_BenAndPerks_SickLeavePool

Sick Leave Pool Forms - http://www.hr.fsu.edu/index.cfm?page=Forms_all

Sick Leave Pool Membership Application -
http://www.hr.fsu.edu/PDF/Forms/timeandleave/Membership%20App.pdf

Sick Leave Pool Physician’s Report and Request to Use Hours -
http://www.hr.fsu.edu/PDF/Forms/timeandleave/Physician%20Report.pdf

For further information, contact the HR Help Desk at 850-644-6664.