An important message from FSU Office of Human Resources

This message has been approved by Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff, for distribution to all Deans, Directors, and Department Heads.

Florida State University, Tallahassee campus, was closed from Tuesday, October 9 – Friday, October 12, 2018. In preparation for this closure, Deans, Directors, or Department Heads were asked to identify essential personnel for the impending closure with Vice President approval.

- USPS exempt, USPS nonexempt, and A&P nonexempt employees who were designated as essential personnel and required to work during a campus closure will be eligible to earn compensatory leave in accordance with University policy and Timekeeping Guidelines.

- A&P exempt employees who were designated as essential personnel and required to work during a campus closure will be eligible to earn compensatory leave for work performed during the closure period. Compensatory leave will only be earned for exempt employees if the work is performed during the designated closure dates and hours.

Deans, Directors, and Department Heads should develop lists of the approved essential personnel that were required to work during the closure. For each employee on the list, a completed Compensatory Leave form must be submitted with the information regarding the time worked during the closure for approval by their supervisor, DDD, and VP. The employee’s designation as essential personnel should be verified prior to the form approval form. The completed forms will be collected by the employee’s respective Vice President for their submission to the Office of Human Resources by October 24, 2018. If the employee would like to request a payout of the compensatory leave earned during the closure, the employee must note the payout request on the form.

Guidance on time entry guidelines can be found on the HR website.

Questions? Please contact Christine Conley at caconley@fsu.edu or (850) 644-1978.