FSU | OFFICE OF HUMAN RESOURCES

A6200 University Center
Tallahassee, FL 32306-2410
Phone: (850) 644-1978
Email: hr-attendanceleave@fsu.edu

Essential Critical Personnel

The University President or designee will occasionally need to close University operations due to an emergency or impending emergency. The majority of University business operations will cease during the University closure. However, services that are deemed essential to the University must continue. When feasible, designation of essential critical personnel should be made after the announcement of the impending University closure but before University operations cease. In cases where a designation of essential personnel cannot be made ahead of the closure, reporting of essential employees that performed work during the University closure must be reported to Human Resources no later than 72 hours after business operations have resumed.

Department #: _____ **Dept. Description:** _____ **Dept. Representative:** _____

Name	Employee ID	Job Code/Title	Supervisor

Director/Department Head Signature: _____ Dean/Vice President Signature: _____