

TITLE: Attendance Policy

POLICY:

Work Hours

Your attendance and reliability are fundamental to you being a successful team member in the College of Dentistry. We count on you to be here every day, on time, ready to start your workday based on your established schedule. The college hours are typically from 8:00 am to 5:00 pm, Monday through Friday, however, employees are expected to adhere to their specified work schedule as determined by their supervisor. This 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 (hourly) employees must accurately report their actual hours worked in myufl on a daily basis. USPS exempt (salaried) employees should also ensure that they accurately report hours worked beyond their regularly scheduled work hours after approval has been received by the supervisor to do so.

Working from home will not be allowed unless a formal alternate work location agreement is in place. If there is a specific case, you will need to request to work from home by discussing with your supervisor in advance and obtaining 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 or safety, and/or jeopardize following research protocol. Employees who repeatedly accrue overtime without supervisory approval will receive disciplinary action: http://hr.ufl.edu/emp_relations/disciplinary.asp.

Supervisors and their non-exempt 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; however, if an agreement cannot be reached, overtime pay will be made. 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 accrued overtime compensatory leave before receiving further overtime compensatory leave. Schedule adjustments for non-

working time by Other Personnel Services (e.g., lunch breaks, etc.) will need to be adjusted during the same work week (Friday through Thursday, within 40 hours). If schedule adjustment is not possible, the employees will be compensated accordingly.

(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. Employees must obtain supervisory approval prior to adjusting their schedule.

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. Excessive tardiness and/or failure to notify your supervisor of your tardies may result in unauthorized leave without pay and/or appropriate 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 minimum 30 minute lunch break if they work a shift of more than six hours in duration. The duration and time for a lunch break is set by the supervisor. 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 this time. In the event that employees are required to work during lunch breaks (e.g., staff meeting, etc.), their schedule should be adjusted during the same work week (Friday through Thursday, within 40 hours). If schedule adjustment is not possible, the employees will be compensated accordingly. All employees must obtain supervisory approval prior to adjusting their schedule.

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 overtime 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. Upon approval, an employee should enter the 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. Employees request for vacation may be denied if they do not have sufficient leave, if scheduling/office coverage does not permit the leave, and/or if an employee has received disciplinary action related to unsatisfactory attendance.

Vacation leave must only be used for preapproved requests for vacations 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).

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 in reasonable amounts due to an immediate family member's illness, injury, or appointment with health care providers. In addition, sick leave may be used in reasonable amounts 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 call and speak directly to their immediate supervisor prior to the beginning of the workday each day that they are unexpectedly absent. If the immediate supervisor is unavailable, the employee should speak directly to a higher-level supervisor, or designated departmental representative. 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 work days or more. It will be the supervisor's discretion to request medical documentation. Supervisors should ensure that employees are treated fairly and consistently. If you have any questions on this, please refer to the college's Human Resources office for assistance.

Sick leave must only be used for sick occurrences as mentioned above and cannot be used for any vacation requests.

FMLA

Employees with a serious health condition covered under the Family Medical Leave Act (FMLA) must submit a Certification of Health Care Provider form completed by their physician. Employees may use accrued vacation time, accrued sick 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 their staff aware of their FMLA rights. For additional information on FMLA, please visit: <http://www.hr.ufl.edu/leave/fmla.asp>.

Administrative Leave

An employee who is summoned to jury duty will be granted administrative leave for all hours required for such duty, not to exceed the number of hours in the employee's normal workday. Employees should notify their supervisor of the expected absence as soon as possible and attach a copy of the summons to their leave slip.

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 the name of the deceased and the affiliation. A definition of immediate family may be found at: <http://www.hr.ufl.edu/leave/fmla.asp>.

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. Under no circumstances may a non-exempt employee be allowed to take work from the workstation to be completed at home.

Any employee or supervisor who falsifies any time record, including time worked cards or time records (slips), 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 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.

APPROVING AUTHORITY: Dean, University of Florida College of Dentistry

CUSTODIAN: Director of Human Resources

DEFINITION/S: N/A

REFERENCE/S:

PROCEDURE/S:

The implementation of this policy began October 2006 and is a segment of the College of Dentistry New Staff Orientation.

I have read and understand the College of Dentistry's Attendance Policy.

Signature: _____

Date: _____

Name: _____

UFID: _____