

Leon County Research and Development Authority

Policy No. 11-6

Title: Leave Approval and Time Records Policy
Date Adopted: August 2, 2011
Effective Date: August 2, 2011

1. PURPOSE

The purpose of Policy No. 11-6, "Leave Approval and Time Records Policy," is to provide guidelines for documenting leave, hours worked, and approval of leave by employees of the Leon County Research and Development Authority (hereinafter referred to as the "Authority").

2. SCOPE

The policy applies to employees of the Authority requiring the documentation of hours worked each day; annual and sick leave accrued and taken; observed paid federal holidays; other paid leave, such as funeral, administrative, and family medical leave; and a monthly balance of leave accrued /taken.

- a. Holidays and leave accrual rates for employees are established in Policy 11-1: Personnel Policy. Employees may accrue up to a maximum of 240 hours of annual leave which is adjusted on September 30 of each year.
- b. The Executive Director's holidays and leave accrual rates are established by contract.

3. RESPONSIBILITIES

- a. *Employees* - Responsible for accurately preparing and submitting their time sheets to their supervisor for approval (signature). The employee is responsible for keeping their original annual timesheet up-to-date and accurate.

- b. *Supervisors* - Responsible for monthly verification and approval of time sheets. Supervisor approval certifies that leave reported by the employee is accurate and that all leave both earned and taken comply with the Authority's policies.
 - i. The Executive Director is supervised by the Chair of the Board of Governors.
 - ii. All other employees are supervised by the Executive Director.

4. GUIDELINES

- a. The time sheet is used to track time worked, and sick or annual leave taken or earned. The balance of leave hours are calculated monthly, verified and submitted by the employee to the employee's supervisor.

A copy of the approved timesheet is scanned and submitted to the payroll coordinator. Leave earned and taken is documented on the employee's monthly pay stub.

- b. Actual Time Worked

Employees are expected to work eight (8) hours each day. If an employee worked only six (6) hours, he/she must record two (2) hours of leave on the time sheet.

- c. Violations

Falsification of time sheets and/or failure to adhere to this policy may subject an employee to disciplinary action, up to and including termination.

2011 EMPLOYEE WORK RECORD LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

EMPLOYEE: Executive Director

ANNUAL LEAVE (10 HOURS PER MONTH) - max 240 hours on Sept 30 of each year

SICK LEAVE (8 HOURS PER MONTH)

| MONTH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | E | T | B | E | T | B |
|-------|---|---|---|----|----|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|
| JAN | X | X | | | | | | X | X | | | | | | X | X | H2 | | | | | X | X | | | | | | X | X | | 10 | | | 8 | | |
| FEB | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | X | X | | | | | | | | | | | |
| MAR | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | X | X | | | | | | | | | | | |
| APR | | X | X | | | | | | X | X | | | | | X | X | | | | | | | X | X | | | | | | X | | | | | | | |
| MAY | X | | | | | | X | X | | | | | X | X | | | | | | X | X | | | | | | X | X | H3 | | | | | | | | |
| JUNE | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | | |
| JULY | | X | X | H4 | | | | | X | X | | | | | X | X | | | | | | | X | X | | | | | | X | X | | | | | | |
| AUG | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | |
| SEPT | | | X | X | H5 | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | | | |
| OCT | X | X | | | | | | X | X | | | | | X | X | | | | | | | X | X | | | | | | X | X | | | | | | | |
| NOV | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | H6 | H7 | X | X | | | | | | | | | | |
| DEC | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | H8 | H9 | | | X | | | | | | | |

NOTE: E = Earned T = Taken B = Balance

VAC = Annual/Pers.Leave
 SCK = Sick Leave
 LWOP = Leave Without Pay
 FNL = Funeral Leave
 JRY = Jury Leave
 ADM = Administrative Leave
 FMLA = Approved Family Medical Leave

H/1 = New Year's Day
 H/2 = Martin Luther King Day
 H/3 = Memorial Day
 H/4 = Independence Day
 H/5 = Labor Day
 H/6 = Thanksgiving Day
 H/7 = The day after Thanksgiving
 H/8 = Christmas
 H/9 = The business day before or after Christmas

| | Beginning Balances | Received During Period | Used During Period | Balances at Year's End |
|--------------|--------------------|------------------------|--------------------|------------------------|
| Sick Leave | 0 | | | |
| Annual Leave | 0 | | | |
| | | | | |
| | | | | |

Terms of Employment

Accrual Rates Employee shall accrue ten hours of annual leave and eight hours of sick leave on the last day of each calendar month during which the Employee is employed by the Authority. The Employee's accrued annual leave balance shall be reduced, as necessary, to two hundred forty hours as of September 30 of each fiscal year. At no time shall the Employee be compensated for any accrued annual leave balance in excess of two hundred forty hours. There is no limitation on the amount of sick leave hours that may be accrued.

Bereavement The Employee shall be granted three days of leave with pay upon the death the Employee's spouse, or the grandparents, parents, brothers, sisters, children, and grandchildren of both the Employee and the Employee's spouse ("Bereavement Leave"). Notification of the need for Bereavement Leave must be made as soon as possible to the Chairman of the Board of Governors and, if the Chairman is unavailable, the Employee shall provide notification of the need for Bereavement Leave to the Vice-Chairman of the Board of Governors.

Holidays The Employee shall annually be entitled to the following nine days off from work with pay ("Holiday Leave"):
 (i) The same days as the State of Florida's employees observe which are the following holidays: (a) New Years Day, (b) Birthday of Martin Luther King, Jr., (c) Memorial Day, (d) Independence Day, (e) Labor Day, (f) Thanksgiving Day, (g) the day after Thanksgiving and (h) Christmas; and
 (ii) Either the business day before or the business day after the observed Christmas holiday, at the Employee's discretion.

Jury Duty If the Employee is summoned by the Court as a member of a jury panel or jury pool, or is subpoenaed as a witness not involving personal litigation, the Employee shall be granted Administrative Leave with pay for the time the Employee is serving in such capacity. Notification of the need for Administrative Leave must be made as soon as possible to the Chairman of the Board of Governors and, if the Chairman is unavailable, the Employee shall provide notification of need for Administrative Leave to the Vice-Chairman of the Board of Governors.

Taking Leave The expectations of the Authority are that the Employee shall schedule the taking of annual leave in consideration of the needs of the Authority. Employee shall provide reasonable notice to the Chairman of the Authority in advance of annual leave being taken for more than two consecutive business days and as soon as reasonably possible for sick leave being taken; however such notice for sick leave shall be provided no later than one hour after the start of the normal business day.

Administrative Leave The Board of Governors may, at its sole discretion, place the Employee on Administrative Leave, with or without pay, for reasons other than those stated above, if it is determined by the Board of Governors to be in the Authority's best interest.

I certify that the hours and minutes shown herein is a complete and accurate record of my time worked each day, and for the reporting period. All leave taken was reported and approved by my supervisor. My signature and my supervisor's signature each month indicate our full knowledge of and agreement with this record of my work for the Leon County Research and Development Authority.

| MONTH | EMPLOYEE SIGNATURE | DATE | SUPERVISOR SIGNATURE | DATE |
|-----------|--------------------|-------|----------------------|-------|
| JANUARY | _____ | _____ | _____ | _____ |
| FEBRUARY | _____ | _____ | _____ | _____ |
| MARCH | _____ | _____ | _____ | _____ |
| APRIL | _____ | _____ | _____ | _____ |
| MAY | _____ | _____ | _____ | _____ |
| JUNE | _____ | _____ | _____ | _____ |
| JULY | _____ | _____ | _____ | _____ |
| AUGUST | _____ | _____ | _____ | _____ |
| SEPTEMBER | _____ | _____ | _____ | _____ |
| OCTOBER | _____ | _____ | _____ | _____ |
| NOVEMBER | _____ | _____ | _____ | _____ |
| DECEMBER | _____ | _____ | _____ | _____ |

2011 EMPLOYEE WORK RECORD LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

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ANNUAL LEAVE (10 HOURS PER MONTH) - max 240 hours on Sept 30 of each year

SICK LEAVE (8 HOURS PER MONTH)

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|-------|---|---|---|----|----|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|----|----|----|----|---|---|---|---|---|---|--|--|
| JAN | X | X | | | | | | X | X | | | | | | X | X | H2 | | | | | X | X | | | | | | X | X | | | | | | | | | |
| FEB | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | | | |
| MAR | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | | | |
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| MAY | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | H3 | | | | | | | | | |
| JUNE | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | | | | |
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| AUG | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | X | X | | | | | | | | | | | |
| SEPT | | | X | X | H5 | | | | | X | X | | | | | | X | X | | | | | | X | X | | | | | | | | | | | | | | |
| OCT | X | X | | | | | | X | X | | | | | X | X | | | | | | | X | X | | | | | | X | X | | | | | | | | | |
| NOV | | | | X | X | | | | | | H6 | X | X | | | | | X | X | | | | | H7 | H8 | X | X | | | | | | | | | | | | |
| DEC | | | X | X | | | | | | X | X | | | | | X | X | | | | | | | X | X | H9 | H10 | | | X | | | | | | | | | |

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| | | _____ | _____ | _____ |
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|-----------|--------------------|-------|----------------------|-------|
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| FEBRUARY | _____ | _____ | _____ | _____ |
| MARCH | _____ | _____ | _____ | _____ |
| APRIL | _____ | _____ | _____ | _____ |
| MAY | _____ | _____ | _____ | _____ |
| JUNE | _____ | _____ | _____ | _____ |
| JULY | _____ | _____ | _____ | _____ |
| AUGUST | _____ | _____ | _____ | _____ |
| SEPTEMBER | _____ | _____ | _____ | _____ |
| OCTOBER | _____ | _____ | _____ | _____ |
| NOVEMBER | _____ | _____ | _____ | _____ |
| DECEMBER | _____ | _____ | _____ | _____ |