

4 USF System USF USFSP USFSM

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6 **Number:** USF10.203
7 **Title:** Benefits and Hours of Work
8 **Responsible Office:** Administrative Services/Human Resources

9 **Date of Origin:** 10-5-03 **Date Last Amended:** 6-27-17 (technical) **Date Last Reviewed:** 6-27-17
10

11 (1) Administration and Staff employees receive paid and unpaid leave, and University of South
12 Florida System (USF ~~system~~System or University) -designated holidays. They may also participate in
13 insurance programs, retirement and other benefits as provided for in Florida law and/or through
14 USF ~~system~~System- approved programs. Benefits and hours of work requirements will be
15 administered consistent with this Regulation, and any applicable federal or Florida law.

16 (2)(a) With the exception of Postdoctoral appointments and medical residents, Temporary
17 employees are not eligible for benefits unless specifically provided for in these Regulations or
18 required by an applicable federal or Florida law. Postdoctoral benefits and employment are subject
19 to the USF ~~S~~system "Guide for Postdoctoral Scholars." Benefits available for medical residents are
20 contained in individual offer letters and/or other applicable documents required by the
21 Accreditation Council for Graduate Medical Education (ACGME). Medical residents are temporary
22 employees of the USF ~~S~~system; however, the remainder of this Regulation is applicable to them only
23 to the extent that it does not conflict with ACGME requirements, processes and procedures.

24 (b) Temporary employees are eligible for unpaid leave, in accordance with any applicable federal
25 or Florida law.

26 (c) Non-exempt Temporary employees are eligible for overtime compensation for work beyond
27 forty (40) hours in an approved workweek.

28 (d) Exempt Temporary employees are eligible to be paid for USF ~~S~~system-designated holidays
29 that fall within the period of their appointment proportionate to the time in pay status.

30 (e) Temporary employees are eligible to participate in tax sheltered annuities and deferred
31 compensation programs offered by the USF ~~S~~system.

32 (3) Each employee is expected to work the number of hours in the employee's established
33 workweek unless on approved leave. Benefits will be provided proportionate to the time in pay
34 status in accordance with these Regulations.

35 (4) The minimum workweek is forty (40) hours for full-time employees. Holiday pay, up to a
36 maximum of twelve (12) hours per holiday (based on the number of hours the employee is normally

37 scheduled to work on that day) and paid leave are not considered overtime and are paid at the
38 employee's regular pay rate. Approved leave will be adjusted to ensure an employee's workweek will
39 not exceed forty (40) hours.

40 **(5)** Compensatory leave will consist of the following types and such unused leave will be transferred
41 or paid in accordance with these Regulations.

42 **(a)** Overtime compensatory leave is provided in lieu of payment for overtime for non-exempt
43 Staff and non-exempt Administration employees at the rate of one and one half times the
44 total hours worked beyond forty (40) in the workweek.

45 1. Overtime will normally be paid no later than the end of the following pay period, unless
46 accrued as overtime compensatory leave.

47 2. If an employee changes departments or class title, unused overtime compensatory leave
48 will be transferred or paid.

49 **(b)** Regular compensatory leave may be provided to a Staff exempt employee for work beyond
50 forty (40) hours in the workweek on an hour-for-hour basis in accordance with the approved
51 pay plan. The transfer or payment for unused regular compensatory leave will be in
52 accordance with the approved pay plan.

53 **(c)** Special compensatory leave is provided to Staff and non-exempt Administration employees
54 as follows:

55 1. Special compensatory leave is provided to compensate an employee for an official holiday,
56 as designated by the USF ~~system~~System when:

57 a. The employee observed the holiday and also worked forty (40) hours the week during,
58 which the holiday occurred;

59 b. The holiday falls on the employee's regularly scheduled day off; or

60 c. The employee is required to work the holiday.

61 2. Special compensatory leave is provided to compensate an employee for administrative
62 leave for jury duty or court appearance provided in Section (17)(a) and (b) below when
63 the employee also worked forty (40) hours the week during which the jury duty or court
64 appearance occurred.

65 3. Special compensatory leave is provided to employees required to perform essential duties
66 during an emergency closing for the hours worked during the closing.

67 4. Special compensatory leave is provided to employees required to perform essential duties
68 for hours worked outside of their normal work schedule to prepare for or respond to a

69 declared University emergency, as determined by the Chief Administrative Officer or
70 designee.

71 5. The Chief Administrative Officer (“CAO”) may elect to pay an employee for a part of or
72 all accrued special compensatory leave at any time. If the employee separates from the
73 USF ~~system~~System, the employee will be paid for all unused special compensatory leave
74 at the employee’s regular rate of pay.

75 (d) Special compensatory leave is provided to exempt Administration employees to compensate
76 for an official USF ~~system~~System-designated holiday when the holiday falls on the
77 employee’s regularly scheduled day off or the employee is required to work the holiday.

78 (6) An employee, other than a non-exempt Temporary employee, must be in pay status either by
79 having worked or used leave at least a portion of their last scheduled day before a holiday to be paid
80 for all holidays designated by the USF ~~system~~System or Florida law.

81 (7) Annual and/or sick leave will be accrued while in pay status in accordance with these
82 Regulations. Leave will be credited at the end of the pay period in which it is earned, or in the case
83 of separation, on the last day the employee is on the payroll. Leave may not be used in the pay
84 period in which it is earned.

85 (8) During approved unpaid leave for parental, foster care, medical, or military reasons, an employee
86 may intermittently use accrued leave to continue the contributions to State benefits and other
87 expenses.

88 (9) Unless agreed otherwise, an employee will be employed in the same or similar status upon
89 completion of the approved leave period. While on paid leave, an employee may not be employed
90 elsewhere unless the requirements for outside activity and/or extra or dual compensation have been
91 met.

92 (10) The USF ~~system~~System may establish reciprocal agreements with other government entities for
93 the transfer of accrued sick leave and accrued annual leave. Such agreements must be in writing and
94 consistent with applicable Florida law.

95 (11) The USF ~~S~~system will withhold any payment due to an employee upon separation from
96 employment for accrued sick leave or accrued annual leave unless and until all property of the USF
97 ~~S~~system in the custody or control of the employee is returned or properly accounted for.

98 (12) Sick leave accrual for full-time employees will be as follows with proportionate accrual for less
99 than full-time.

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Hours Accrued During Pay Period
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	Monthly	Biweekly
Administration	8.667	4
Ex. Service	10.833	5
Staff	8.667	4

101

102 (a) Sick leave must be accrued before use unless available through a USF Ssystem-approved
 103 sick leave pool program. There is no maximum on the amount of sick leave that can be
 104 accrued.

105 (b) With the appropriate approvals, accrued sick leave is authorized for the following purposes:

106 1. The employee's personal illness, injury, exposure to a contagious disease, a disability where
 107 the employee is unable to perform assigned duties, or appointments with health care
 108 providers.

109 2. The illness, injury, appointments with health care providers, or death of a member of the
 110 employee's family; family, for the purpose of this Regulation, is defined as the spouse,
 111 domestic partner (as defined in USF's Domestic Partner Health Insurance Stipend
 112 Program), the grandparents, parents, brothers, sisters, children and grandchildren of
 113 both the employee and the spouse.

114 (c) Notice of absence due to illness, injury, disability, or exposure to a contagious disease must
 115 be given on the first day of absence, unless the nature of the illness or injury precludes such
 116 notice the first day.

117 (d) Upon separation, an employee with ten (10) or more years of continuous service in an
 118 established position who has not participated in the University's Early Sick Leave Payout
 119 Program and who was employed prior to January 1, 2014, will be paid for one-fourth of
 120 accrued unused sick leave up to a total of 480 hours. An employee who was hired on or after
 121 January 1, 2014 or who has less than ten (10) years of continuous service in an established
 122 position at the time of separation will not be paid for any unused sick leave and such leave
 123 shall be forfeited.

124 (e) The CAO will approve continuation and/or modification of the current sick leave pool
 125 program when determined to be in the USF Ssystem's best interests.

126 (13) Annual leave for full-time employees will be as follows with proportionate accrual for less than
 127 full-time employment. An employee appointed for fewer than ten (10) months does not accrue
 128 annual leave. Hours of accrual for Staff employees are based on years of creditable service and such
 129 service will be awarded as one month of service credit for each calendar month that the employee is
 130 on the salaried (non-Temporary) payroll of the USF Ssystem or during authorized unpaid leave.

	Monthly	Biweekly	Payment Maximums
Administration	14.667	6.769	352 (after 6 mo. satisfactory service)
Ex. Service	20	9.195	480
Staff (yrs of service)			
0-6 mo.	8.667	4	0
Greater than 6 mo-5 yrs	8.667	4	240
Greater than 5 yrs-10 yrs	10.833	5	240
Greater than 10 yrs	13	6	240

131

132 (a) Annual leave must be accrued prior to use. In extraordinary circumstances, annual leave may
 133 be advanced to meet employment needs of the USF ~~S~~system.

134 (b) Employees may accrue annual leave in excess of the year-end maximum during a calendar
 135 year. Employees with accrued annual leave in excess of the year-end maximum as of
 136 December 31, will have any excess converted to sick leave on an hour-for-hour basis on
 137 January 1 of each year.

138 (c) An employee who separates from employment with six (6) months or more of continuous
 139 service in an established position will be paid for all unused accrued annual leave hours up to
 140 the year-end maximum allowed for the pay plan. Upon reemployment by the USF ~~system~~
 141 ~~System~~ within thirty (30) days or upon recall from layoff by the USF ~~system-System~~ within
 142 one (1) year, all annual leave paid at the time of separation may be restored upon repayment
 143 by the employee. Upon entering into the Deferred Retirement Optional Program (DROP),
 144 employees may elect to be paid up to the year- end maximum of their unused accrued annual
 145 leave. If an employee does not select to receive payment for all unused accrued annual leave
 146 due at the time of entering DROP, any amount accrued remaining due will be paid upon
 147 final separation of employment.

148 (d) An employee will be paid for unused accrued annual leave up to the allowable maximum
 149 upon transfer from an annual leave-accruing position to a non-annual leave-accruing
 150 position.

151 (14) Compulsory leave provisions will be consistent with the following:

152 (a) Medical certification by an approved health care provider will be required.

153 (b) Notice will be provided to the employee identifying the duration of the leave, the conditions
154 for return to the position, and include a designation stating whether such leave will be
155 counted in accordance with any applicable federal or Florida law.

156 (c) The employee may be allowed to intermittently use accrued paid leave during compulsory
157 leave to continue the contributions to State benefits and other expenses.

158 (d) Unless agreed otherwise, an employee will be employed in the same or similar status upon
159 completion of the approved leave period and upon receipt of medical certification to return
160 to work.

161 (e) Employees who fail to meet the conditions of the compulsory leave, who fail to obtain
162 medical certification to return to work at the same or similar status as before the leave began
163 and/or are unable to perform duties will be:

164 1. Offered part-time employment;

165 2. Placed on unpaid leave or have such leave extended;

166 3. Requested to resign; or

167 4. Dismissed for inability to perform the duties of the position.

168 (15) Employees are provided with twelve (12) work weeks of Family and Medical Leave within a
169 twelve (12)-month rolling period, measured backward from the start date of the employee's
170 requested leave period, in compliance with the Family and Medical Leave Act (FMLA) of 1993
171 (Public Law 103-3) and the Final Regulations of the Family and Medical Leave Act of 1993 (29 CFR
172 Part 825), and as may be amended. Eligible employees, including Temporary, are those who have
173 worked at least twelve (12) months (these need not have been consecutive) and who have worked at
174 least 1250 hours in the twelve (12) months prior to the leave. Faculty, Administration, and Staff
175 employees may use accrued paid leave for an FMLA event and the use of such leave will be counted
176 toward the FMLA entitlement. Leave for Temporary employees under the FMLA is unpaid leave
177 and such unpaid FMLA leave will only be granted through the end of the established appointment
178 period or twelve (12) weeks, whichever occurs first.

179 (16) Parental Leave

180 (a) Paid parental leave. Consistent with the terms of this section and guidelines established by
181 the Division of Human Resources, no more than twice in the course of employment, eligible
182 Employees-employees will be provided with up to six (6) ~~months-weeks~~ unpaid parental
183 leave due to the birth of an employee's child or the placement within the employee's
184 household of an adopted child, unless the employee already has an established end date prior
185 to that period of time. This Regulation will run concurrent with FMLA leave in cases where
186 the employee is eligible for FMLA leave. Non-Temporary employees may use accrued paid

187 leave when the employee becomes a biological or adoptive parent in accordance with these
188 Regulations.

189 1. “Eligible employee” means an employee who has been employed with the University for
190 at least one continuous year (12 months) full-time in a benefits-eligible position.
191 Employees who have been employed with the University in an eligible position for less
192 than one continuous year (12 months) are not eligible for paid parental leave. Temporary
193 employees are not eligible for paid parental leave. Surrogate mothers or sperm donors are
194 not covered under this Regulation.

195 2. Paid parental leave does not reduce an eligible employee’s balance of any other paid leave
196 (such as sick, annual, personal holiday).

197 3. The University will provide paid parental leave to an eligible employee during the first 12
198 months following birth or adoption.

199 4. For employees with one year of service but less than five years of continuous service to
200 the University, paid parental leave will be paid at 60% of the employee’s straight time,
201 regular pay (based on full time equivalency). For employees with five or more full years
202 of service, paid parental leave will be paid at 100% of the employee’s straight time, regular
203 pay (based on full time equivalency).

204 5. The fact that a multiple birth or adoption occurs (such as the birth or adoption of twins)
205 does not increase the length of paid parental leave granted for that event.

206 6. If both parents are employed by the University, they are entitled to a joint combined total
207 of six weeks of paid parental leave.

208 7. All paid parental leave described in this Regulation is based on 1.00 FTE and shall be
209 available for a 12-month period following the birth of a child or the placement of a newly
210 adopted child in the eligible employee’s home. The paid parental leave will generally begin
211 immediately following the birth or adoption of the child. However, paid parental leave
212 may occur prior to an adoption when deemed necessary to fulfill the legal requirements
213 for an adoption.

214 8. Paid parental leave may be taken during the first 12 months following the birth or adoption
215 and is available on a continuous, intermittent (separate blocks of time), or reduced
216 schedule (reduced number of work hours per day or per week) basis. However,
217 intermittent or reduced schedule leave requires supervisory approval and the employee
218 must consult with his or her immediate supervisor to schedule intermittent or reduced
219 schedule paid parental leave so as to not unduly disrupt the University’s operations.

220 9. An eligible employee must notify his or her supervisor of the need for paid parental leave
221 and the timing and duration. The employee must complete and submit to the University’s

222 Human Resources Department a paid parental leave Request form, which is available in
223 the Human Resources Department website. If the leave is foreseeable, the employee must
224 give at least ninety (90) calendar days' notice of the need for leave; if the leave is not
225 foreseeable, the employee or his or her representative must give notice of the need for
226 leave as soon as practicable.

227 10. If an official University holiday occurs during the employee's paid parental leave, the
228 employee will receive holiday pay in lieu of paid parental leave pay.

229 11. Health insurance benefits will continue to be provided during paid parental leave at the
230 same rate as in effect before the leave was taken. The University will continue to pay its
231 share of the cost of an eligible employee's group health insurance during paid parental
232 leave. The employee's share of the premium will be deducted from his or her pay in
233 accordance with normal practices.

234 12. The employee will be required to provide appropriate medical documentation for the birth
235 of a child; if the employee is eligible for FMLA leave, the FMLA medical certification
236 requirement will control. If the employee is taking paid parental leave for adoption, the
237 employee will be required to provide appropriate adoption documentation, such as a letter
238 from the adoption agency.

239 13. After the six weeks of paid parental leave have been exhausted, subsequent leave requests
240 may be covered under appropriate policies. Paid parental leave will run concurrent with
241 FMLA leave. After paid parental leave is exhausted, the employee is required to apply any
242 other available paid leave, which will also run concurrent with FMLA leave.

243 14. Commitment to return to work. An employee must agree in writing to return to University
244 employment for at least one year following participation in paid parental leave. Should
245 the employee fail to return to University employment as described herein, the University
246 may, at its discretion, require the employee to reimburse the University for the
247 compensation paid while on paid parental leave. In such cases the University could request
248 from the employee a cash pay-back for the paid parental leave taken and/or could retain
249 and not pay out to the employee any accrued and yet-unpaid leave the employee has with
250 the University.

251 15. The paid parental leave program will be implemented effective _____, 2017.

252 (b) Unpaid parental leave. In addition to the paid parental leave outlined in section (a) above,
253 employees may be provided up to four-and-a-half (4 ½) months *unpaid parental leave*, unless the
254 employee already has an established end date prior to that period of time. This unpaid leave
255 will run concurrent with FMLA leave in cases where the employee is eligible for FMLA leave.
256 During this unpaid leave non-temporary employees may use accrued paid leave when the
257 employee becomes a biological or adoptive parent in accordance with these Regulations.

258 (17) Employees are provided paid administrative leave as follows, provided that such paid leave will
259 not cause the full-time employee to exceed forty (40) hours during the workweek. Administrative
260 leave is not accrued.

261 (a) Administrative leave for jury duty will not cause an employee's total number of hours to
262 exceed the number of hours in the employee's normal workday or workweek. If jury duty
263 does not require absence for the entire workday, the employee will return to work
264 immediately upon release by the court. If jury duty does not coincide with the regular work
265 schedule, the employee will be granted administrative leave based on the total hours served
266 on jury duty and such leave will be granted on the next scheduled work shift. Any jury duty
267 pay can be retained by the employee.

268 (b) Administrative leave will be provided to an employee summoned as a witness in a matter not
269 involving personal interests. Administrative leave will not be provided to an employee
270 serving as an expert witness. Witness pay can be retained by the employee.

271 (c) Administrative leave for athletic competition in Olympic events will be provided when
272 determined to be in the best interests of the USF ~~system~~System.

273 (d) Up to four (4) days of administrative leave will be provided to an employee upon the death
274 of a family member as defined in Section (12)(b)2. of this Regulation.

275 (e) Administrative leave will be provided as follows for any official emergency closing of
276 facilities of the USF ~~system~~System. Only employees scheduled to work during the time of
277 the emergency closing will be provided administrative leave. Employees already on approved
278 leave at the time of the emergency closing may not have the approved leave changed to
279 administrative leave. Special compensatory leave will be provided to Staff employees
280 required to perform essential services during the emergency closing.

281 (f) When the operation of the USF ~~system~~System will not be adversely impacted, the CAO will
282 approve administrative leave for:

283 1. Florida Disaster Volunteers.

284 2. Up to two (2) days for civil disorder or disaster for an employee who is a member of a
285 volunteer emergency response team.

286 3. Up to two (2) hours for voting in public elections when the employee lives at such a
287 distance that he/she cannot vote during the hours the polls are open or when the
288 employee's regularly scheduled hours are equal to or exceed the hours that the polls are
289 open.

290 (g) When determined to be in the USF ~~system's~~System's best interests, the CAO will grant an
291 employee administrative leave:

- 292 1. When the employee is under investigation; for a period up to the length of the
293 investigation.
- 294 2. Between the notice of suspension or dismissal and the effective date of such action.
- 295 3. When the employee's presence in the workplace may result in damage to property or
296 injury to employee or others.

297 **(18)** Military leave and reemployment rights will be provided to Administration and Staff employees
298 consistent with federal and Florida laws.

299 **(19)** Workers' Compensation benefits for an injury compensable under the Florida Workers'
300 Compensation Law will be provided consistent with the following:

301 (a) A Staff, Administration or Temporary employee will remain in full pay status for a period up
302 to a maximum of forty (40) hours without being required to use accrued leave credits or take
303 leave without pay. If, during that period, the employee receives Workers' Compensation
304 benefits, the employee will reimburse the USF ~~system~~System the amount of the benefits.
305 Such reimbursement will not include payments for expenses related to medical, surgical,
306 hospital, or nursing treatment or payments of disability losses.

307 (b) A Staff or Administration employee may elect to use accrued paid leave to supplement
308 Workers' Compensation payments to bring the total amount of compensation up to the
309 employee's regular salary.

310 (c) The period of paid or unpaid job-related disability leave will be in accordance with Chapter
311 440, FS, or any other applicable Florida law.

312 (d) When it is determined to be in the best interest of the USF ~~system~~System, an employee who
313 was injured in the workplace will be returned to alternate duty when full recovery is
314 anticipated in a reasonable period of time consistent with these Regulations.

315 (e) If at the end of the leave period an employee is unable to return from leave to work full-time
316 and perform the duties of the position, the CAO will offer the employee a part-time
317 appointment, place the employee on unpaid leave or extend the leave status, request the
318 employee's resignation, or terminate the employee from employment.

319 **(20)** Learning opportunities for USF ~~system~~System employees include:

320 (a) Learning opportunities for Administration and Staff employees involving professional
321 renewal, planned travel, study, formal education, research, writing, or other experience of
322 professional value may include the following:

323 1. Employee development or certification; or

324 2. Leave to pursue educational goals.

325 (b) USF ~~system~~System-approved employee education programs;

326 (c) Attendance at related professional conferences, workshops or seminars.

327 (21) Benefits for an injury compensable under the Florida Workers' Compensation Law and
328 *Longshore and Harbor Workers' Compensation Act*, 33 U.S.C. §§ 901-950 ("LHWCA") will be provided
329 consistent with the following:

330 (a) A Staff, Administration or Temporary employee will remain in full pay status for a period up
331 to a maximum of (40) hours without being required to use accrued leave credits or take leave
332 without pay. If, during that period, the employee receives compensation under the Florida
333 Workers' Compensation Law or LHWCA, the employee will reimburse the USF ~~system~~
334 ~~System~~ the amount of the compensation. Such reimbursement will not include payments for
335 expenses related to medical, surgical, hospital, or nursing treatment or payments of disability
336 losses.

337 (b) A Staff or Administration employee may elect to use accrued paid leave to supplement
338 Workers' Compensation or LHWCA payments to bring the total amount of compensation
339 up to the employee's regular salary.

340 (c) The period of paid or unpaid job-related disability leave will be in accordance with Chapter
341 440, Florida Statutes, LHWCA, or any other applicable Florida or federal law.

342 (d) When it is determined to be in the best interest of the USF ~~system~~System, an employee who
343 was injured in the workplace will be returned to alternate duty when full recovery is
344 anticipated in a reasonable period of time consistent with these Regulations.

345 (e) If at the end of the leave period an employee is unable to return from leave to work full-time
346 and perform the duties of the position, the CAO will offer the employee a part-time
347 appointment, place the employee on unpaid leave or extend the leave status, request the
348 employee's resignation, or terminate the employee from employment.

349 (22) Benefits for an injury or illness that occurs while in the service of a vessel and is compensable
350 to employees who qualify as "Seamen" under the *Merchant Marine Act of 1920*, 46 U.S.C. § 30104,
351 also known as the "Jones Act," and general maritime law will be provided consistent with the
352 following:

353 (a) Failure to attend a pre-employment medical exam by a doctor of the USF ~~system's~~System's
354 choice and at the USF ~~system's~~System's expense and/or truthfully answer and complete a
355 pre-employment health questionnaire, if required by the USF ~~system~~System, may affect the
356 Seaman's entitlement to compensation under this paragraph.

357 (b) In the event any Seaman is injured or becomes ill, the Seaman may be entitled to
358 maintenance and cure until the Seaman reaches maximum medical improvement (“MMI”) as
359 follows:

360 1. Daily maintenance shall be paid at the rate of fifteen (\$15.00) dollars per day; and

361 2. Cure shall be provided through the State Employee Health Insurance Program. The USF
362 ~~system-System~~ will reimburse the Seaman for any medical expenses required for the
363 treatment of the injury or illness.

364 (c) A Seaman who is injured or becomes ill is also entitled to unearned wages for the voyage
365 which shall be paid from the date of the illness or injury until the specific voyage on which
366 the vessel is engaged at the time of the illness or injury terminates.

367 (d) A Seaman will remain in full pay status for a period up to a maximum of (40) hours after the
368 termination of the voyage in which the injury or illness occurred, or the date of the injury or
369 illness if not on a voyage, without being required to use accrued leave credits or take leave
370 without pay. After the expiration of this period, and in addition to maintenance, the Seaman
371 may elect to use up to eight hours of available accrued leave (sick or annual) per day to be
372 equivalent to his/her salary prior to the illness or injury.

373 (e) Whenever possible, a Seaman who is released to work by the medical provider with
374 restrictions will be provided an alternate light duty assignment to accommodate these
375 restrictions. The work assignment may or may not be in a related field of work. UNDER
376 NO CIRCUMSTANCES will a Seaman be allowed to resume work on a vessel without a
377 written release as fit for duty from the medical provider and from an authorized member of
378 the USF ~~system-System~~.

379 (f) If at the end of the leave period a Seaman is unable to return from leave to work full-time
380 and perform the duties of the position, the CAO will offer the Seaman a part-time
381 appointment, place the Seaman on unpaid leave or extend the leave status, request the
382 Seaman’s resignation, or terminate the Seaman from employment.

383

384 *Authority: Art. IX, Sec 7, Fla. Constitution and Resolutions issued by the FL Board of Governors.*

385

386 *History: New (BOT approval) 10-05-03, Amended 3-19-09, 6-20-13, 9-14-15 (technical), 12-1-16, 6-8-17, 6-*
387 *27-17 (technical).*

388

389 *Certification: The University of South Florida certifies that it has followed the Florida Board of Governors Regulation*
390 *Development Procedure and has a record of written notices, comments, summaries and responses as required.*

391