

Florida Department of Environmental Protection

Memorandum

DATE: October 25, 2010

TO: All Career Service, Selected Exempt Service and
Senior Management Service Employees

FROM: Betty J. Clark, Chief
Bureau of Personnel Services

SUBJECT: Hours Type Description Information

The Bureau of Personnel Services was recently advised of a few changes in the hours types that are available for selection when completing a timesheet in the People First (PF) System. To assist employees and supervisors with selecting accurate hours types, we have developed a document that provides detailed information on the eligibility criteria for use of each.

Changes in hours types and specific eligibility information are available by clicking the link [PF Hours Type Description](#). A summary of those changes are as follows:

- **Leave Without Pay (LWOP) Hours types 0048 (Family Supportive Work Program), 0049 (Family Medical Act), 0063 (Educational) and 0068 (Parental Leave) have been deleted.** Leave used for these reasons should **now** be recorded on the timesheet in PF using **hours type 0058 (LWOP-Authorized)**. Employees must provide a comment as to the reason for using this leave type on their timesheet in PF.
- The criteria for using **Hours Type 0057-Admin-Reserve/National Guard Training** has been changed to allow up to **240 hours** during each military annual period (October 1 through September 30) for training when ordered under the provisions of the United States military or naval training regulations when assigned to active or inactive duty.
- The criteria for using **Hours Type 0075-Admin-Veterans Disability** has been changed to allow up to **48 hours** per calendar year for an employee scheduled by the United States Department of Veterans Affairs to be reexamined or treated for a service connected disability.
- **Hours Type 1006-Work-Essential Services/Office Closures** has been added for use by an employee in a position below that of bureau chief or bureau chief equivalent (below pay grade 430 with limited exceptions) if required to work to provide essential services during emergency conditions that require closure of the facility to which the employee is assigned.

When completing the People First timesheet, please be sure to use the appropriate hours type and correct charge object for all work hours. When entering leave hours, be sure to use only the number of allowable hours, if applicable, and provide clarifying information in the comments section for all non-accrued leave types such as the name and relationship for a Death in the Family. Managers are responsible for maintaining most required documentation, as outlined in the [PF Hours Type Description](#) document, to support the usage of certain administrative and other leave types.

We will continue to conduct periodic reviews of non-accrued leave usage to ensure appropriate use by employees. If you have any questions regarding proper timesheet completion, please contact [Melody Johnson](#) or [Paige Fenner](#) in the Bureau of Personnel Services at (850) 245-2511.

TIMESHEET HOURS TYPES AND DESCRIPTIONS IN PEOPLE FIRST

The following provides a complete list of available hours types in People First and eligibility criteria for each. Please note that for certain leave types there is a limit on the number of hours that may be recorded/used, as well as a requirement for certain documentation to support the leave taken. As a reminder, supervisors are responsible for maintaining required documentation unless otherwise stated below.

Work Hours and State Paid Holidays (changes are highlighted below):

Work - Regular (hours type 1000). The hours spent in physical or mental exertion controlled or required by and for the benefit of the Department, including paid rest breaks. Employees are responsible for requesting and receiving approval prior to incurring overtime. Accurate charge objects must be used when recording all work hours.

On-Call (hours type 1002). The hours a Career Service employee has been instructed by appropriate management to remain available to work during an off-duty period, in on-call status. Limited emergency response and IT positions within the Department have been designated by management to be on-call based on their meeting certain conditions. Accurate charge objects must be used when recording all on-call hours.

Work – Call Back #1, #2, #3, etc. (hours type 1004, 1014, 1024, 1034, 1044). The actual hours an employee is called back to work beyond the employee's scheduled hours of work for that day. Hours type 1004 is used for the first occurrence on that day, 1014 is used for the second occurrence on that day, 1024 is used for the third occurrence on that day, 1034 is used for the fourth occurrence on that day and 1044 is used for the fifth occurrence on that day. Accurate charge objects must be used when recording all call back hours.

Holiday – State Paid (hours type 1005). The hours to which an employee is entitled for observing the nine state holidays.

Work - Essential Services/Office Closures (hours type 1006). The hours an employee in a position below that of bureau chief or bureau chief equivalent (below pay grade 430) is required to work to provide essential services during emergency conditions that require closure of the facility to which the employee is assigned. Employees holding positions at the bureau chief level/equivalent or above should report such hours under Work-Regular hours type 1000. Accurate charge objects associated with the emergency must be used when recording all work for essential services during office closures.

Work - Career Service Extraordinary Pay (hours type 1016). The hours that an excluded Career Service employee is directed to work in excess of the regular work period under a Department activated plan, due to extraordinary circumstances. This hours type should only be recorded once the employee has physically worked his/her total contract hours for the current work period. (Also known as Regular Comp Payable) Accurate charge objects associated with the emergency must be used when recording all work hours for Career Service extraordinary pay.

Work - Selected Exempt Service Extraordinary Pay (hours type 1017). The hours that an excluded SES employee in a position below that of a bureau chief or bureau chief equivalent (below pay grade 430) is directed to work in excess of the regular work period under an Department activated plan, due to extraordinary circumstances. This hours type should only be recorded once the employee has physically

worked his/her total contract hours for the current work period. Accurate charge objects associated with the emergency must be used when recording all work hours for Selected Exempt Service extraordinary pay.

Accrued Leave Types:

Leave - Annual (hours type 0051). Accrued leave that an employee can use for any personal reason when approved by the supervisor.

Leave - Sick (hours type 0052). Accrued leave that an employee is authorized to use for the following purposes:

- Personal illness, injury or exposure to a contagious disease that would endanger others. Personal illness shall include disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.
- Personal appointments with a doctor, dentist, or other recognized practitioner.

Leave – Family Sick (hours type 0053). Accrued leave that an employee is authorized to use for the illness, injury or well-care check-ups of the employee’s spouse, the children or parents of the employee or the spouse, or a person for whom the employee or the spouse has caretaker responsibility, when the employee’s presence is necessary. Hours used under this code are deducted from the employee’s accrued sick leave balance.

Leave – Regular Comp (hours type 0054). Accrued leave that an employee can use for any personal reason when approved by the supervisor.

Leave – Special Comp (hours type 0055). Accrued leave that an employee can use for any personal reason when approved by the supervisor. It is the policy of DEP to require that employees use special comp prior to using annual or regular comp when requesting to use leave for other than sick purposes.

Holiday - Personal (hours type 0066). The hours that an employee is entitled to observe as one personal holiday each fiscal year that must be used in whole or in part on a single day and shall be forfeited if not used by June 30. Any hours of the personal day that are not needed to meet the employee’s total contracted hours in that work period are forfeited (i.e., offset).

Leave - Fair Labor Standards Act (FLSA) Comp (hours type 0085). Accrued leave an employee can use for any personal reason when approved by the supervisor. This leave may be earned by included employees that elect to accrue this leave in lieu of receiving overtime payment.

Non-Accrued Leave Types:

Admin - Jury Duty (hours type 0031). An employee who is summoned as a member of a jury panel shall be granted administrative leave pay for hours required for such duty not to exceed the number of hours in the employee’s normal workday; however, if the jury duty does not require absence for the entire workday, the employee shall return to duty immediately upon release by the court. If the employee’s court attendance does not coincide with the employee’s regular work schedule (e.g. employee works 10 a.m. to 6 p.m. with Monday and Tuesday as their days off), the employee shall be granted administrative leave based on the total hours served on jury duty, not to exceed the number of hours in the employee’s regular workday. Such leave shall be granted on the next scheduled work shift following each day the employee is in court (in the example above, if the employee had jury duty Monday and Tuesday from 8 a.m. to 5 p.m., their regular days off, they would be granted administrative leave on their next shifts, Wednesday and Thursday). Jurors who are

regularly employed and who continue to receive regular wages while serving as a juror are not entitled to receive compensation from the clerk of the circuit court for the first three days of service. Each juror who serves more than three days is entitled to be paid by the clerk of the circuit court for the fourth day of service and each day thereafter at the rate of \$30 per day of service. If the jury duty is for federal court, the state has no jurisdiction and cannot force the employee to pay back or offset any part of the fees that the federal government may have paid. The supervisor is responsible for maintaining a copy of the jury summons that provides the dates the employee was required to be in court.

Admin - Witness (hours type 0032). An employee subpoenaed as a witness or to give a deposition in a court or an administrative hearing not involving personal litigation or service as a paid expert witness or in the line of duty to represent a state Department as a witness or defendant shall be granted administrative leave with pay, and witness fees shall be retained by the employee. The supervisor is responsible for maintaining documentation pertaining to dates the employee will be absent.

Admin - Military Exam (hours type 0033). An employee who is ordered to appear for an examination for entrance into the military service shall be granted leave with pay for this purpose on the day of the examination. The supervisor is responsible for maintaining documentation pertaining to the date of the required examination. Orders related to this type of administrative leave should be submitted to Paige Fenner in the Bureau of Personnel Services upon timesheet completion.

Admin - Death in Family (hours type 0034). An employee, upon request, shall be granted two days, not to exceed a total of 16 hours, of administrative leave with pay on the death of the employee's spouse and on the death of the parents, grandparents, brothers, sisters, children, and grandchildren of either the employee or the spouse. Each employee requesting administrative leave due to death in the family shall submit a statement to the appropriate authority stating the name of, and relationship to, the deceased and is responsible for recording the name and relationship in the comment section on the People First timesheet. The supervisor is responsible for maintaining the statement information from the employee pertaining to the deceased family member.

Admin - Voting (hours type 0035). Any employee may be granted up to one hour of leave with pay for the purpose of voting during normal working hours. An employee shall not be granted administrative leave to work at the polls during elections.

Admin - Exam/Interview (hours type 0036). An employee may be granted up to two hours of leave with pay for the purpose of taking examinations before a state Department, provided such examinations are pertinent to state employment or for the purpose of having interviews for positions within the State Personnel System. Please note that the State Personnel System is comprised of Career Service, Selected Exempt Service (SES), and Senior Management Service (SMS) positions within all state agencies excluding those in the State University System, the Florida Lottery, the Legislature, the Justice Administration System, and the State Court System.

Admin - Certain Athletes (hours type 0037). Any employee of the state who qualifies as a member of the United States team for athletic competition on the world, Pan American, or Olympic level in a sport contested in either Pan American or Olympic competition shall be granted administrative leave without loss of pay or other benefits or rights for the purpose of preparing for and engaging in the competition. In no event shall the paid leave under this section exceed the period of the official training camp and competition combined or 30 calendar days a year, whichever is less. The supervisor is responsible for maintaining documentation pertaining to the employee's qualifications and dates of the required absence.

Admin - Red Cross Disaster (hours type 0038). An employee who is a certified disaster service volunteer of the American Red Cross may be granted a leave of absence with pay for not more than 15 working days in any 12-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the employee's supervisor. This leave may be granted only for services related to a disaster occurring within the boundaries of the State of Florida unless otherwise approved by the Governor and Cabinet. The supervisor is responsible for maintaining the documentation from the American Red Cross pertaining to the dates of the required participation period.

Admin - Mentor/Volunteer (hours type 0044). Each employee may be granted up to one hour of administrative leave per week, not to exceed five hours per calendar month, to participate in the Governor's Mentoring Initiative, including the following school or community voluntary activities:

- mentoring, tutoring, guest speaking and, when participating in an established mentoring program serving a school district, providing any related services at the direction of the program or volunteer coordinator.
- Participating in community service programs that meet child, elder or human needs, including Guardian Ad Litem, Big-Brother/Big Sister, Senior Corps and Adult Literacy.

The supervisor may approve the aggregated use of up to four hours in any calendar month, provided the Department deems such usage appropriate for the delivery of services under the above activities. In such cases no further administrative leave shall be granted until one week has elapsed for every additional hour taken in the aggregate.

NOTE: When an employee has participated in mentoring activities, but does not require the use of administrative leave because of working extra hours, the employee should record the non-paid mentoring hours on their timesheet using **hours type 1008**. This will assist in accurately reporting mentoring hours.

Admin - Office Closures (hours type 0045). When offices are closed pursuant to an Executive Order of the Governor, employees assigned to the facilities the Department has closed shall be released from duty and granted administrative leave for the period the facility is closed, unless and except for those employees the Department determines are necessary for providing essential services. Those employees whom the Department requires to report for duty to provide essential services shall be granted special compensatory leave credits for the hours worked during the period the facility is closed only if they hold a position below that of bureau chief (or bureau chief comparable) and should record those hours as hours type 1006 Admin-Ess Svc/Ofc Closure. Please note that an employee who is on a prior approved leave of absence or scheduled holiday during an emergency shall not have the leave of absence changed to administrative leave.

Admin - Formal Investigation (hours type 0046). An employee under formal investigation by a Department for violation of a rule or statute for which dismissal is a penalty, may be placed on administrative leave if the employee's absence from the work location is essential to the investigation. The Bureau of Personnel Services must be contacted before this type of administrative leave can be used so that a formal letter is provided to the employee and notification is provided to the Department of Management Services.

Admin - Authorized Other (hours type 0056). Administrative leave with pay for an employee to use when specifically authorized by the Department of Management Services. For example, when the employee is designated to attend union negotiating sessions with the State in accordance with the applicable collective bargaining agreement. An employee may also use the other administrative leave category for any other disaster or emergency condition that may necessitate the closing of work facilities or when advised by the

Bureau of Personnel Services. Supervisors should allow employees to work from home or at a different work facility when possible to avoid administrative leave.

Admin - Reserve/National Guard Training (hours type 0057). Administrative leave with pay, not to exceed 240 hours during each military annual period (October 1 through September 30), for an employee who is a service member in a reserve component of the Armed Forces of the United States or in the National Guard. This leave type should be used for military training when ordered under the provisions of the United States military or naval training regulations when assigned to active or inactive duty. Orders related to this type of administrative leave should be submitted to Paige Fenner in the Bureau of Personnel Services upon timesheet completion.

LWOP - Authorized (hours type 0058). Leave without pay (LWOP) that may be granted upon an employee's request, to cover any absence from work, for a period not to exceed 12 months. In addition, this leave type is used for employees who are granted Family Supportive Work Program (FSWP) LWOP, Family Medical Leave Act (FMLA) LWOP, Educational LWOP and/or Parental Leave LWOP. A comment as to the usage of this leave must be provided on the timesheet in People First.

LWOP - Unauthorized (hours type 0059). Leave without pay for an employee's leave of absence, not authorized by the supervisor.

LWOP - Workers' Comp (hours type 0060). Leave without pay for an employee after the 40-hour period of Admin-Workers' Comp leave with pay, if the employee is still unable to return to work and elects to not use accrued leave, or after the employee has exhausted all accrued leave. This type leave is input on an employee's timesheet by Paige Fenner, Worker's Compensation Coordinator, Bureau of Personnel Services (BoPS), in conjunction with the employee receiving Workers Compensation benefits.

Admin - Florida National Guard (hours type 0061). Administrative leave with pay for the first 30 missed calendar days for an employee who is called into active state service by the Governor as a service member of the Florida National Guard. Orders related to this type of administrative leave should be submitted to Paige Fenner, BoPS, upon timesheet completion.

Admin – Educational Leave (hours type 0062). Administrative leave with pay that may be authorized for an employee who attends a college, university, or training academy for one or more full academic periods under a Department program.

LWOP – Furlough (hours type 0064). Leave without pay for an employee when the legislature, upon proposal of a furlough plan from the Administration Commission, has approved such plan.

Admin - Worker's Compensation (hours type 0065). Administrative leave with pay for up to 40 hours for an employee who sustains a job-connected disability that is compensable under Chapter 440, Florida Statutes. Employees are also eligible to use an additional 48 hours per injury to cover appointments to health care providers, physical therapy, and similar activities provided such activities are directly related to the employee's Workers' Compensation injury.

Admin - Active Military (hours type 0069). Administrative leave with pay for the first 30 missed calendar days for an employee who volunteers or is called into active federal military service as a service member in the National Guard or a reserve component of the Armed Forces of the United States. Orders related to this type of administrative leave should be submitted to Paige Fenner, BoPS, upon timesheet completion.

Admin - Veteran's Disability (hours type 0075). Administrative leave with pay for up to 48 hours per calendar year for an employee scheduled by the United States Department of Veterans Affairs to be reexamined or treated for a service connected disability.

Admin - Child's Activities (hours type 0080). An employee may be granted up to one hour of administrative leave per month to participate in their child's activities at local schools and child care centers. A written request to use this leave type must be made by the employee to the supervisor in advance explaining the nature of the event. The supervisor is responsible for maintaining this documentation. If current workload permits, the supervisor may approve the leave request.

LWOP - Active Military with Pay Supplement (hours type 0082). Leave without pay for an employee who is a service member in the National Guard or a reserve component of the Armed Forces of the United States on active military leave and receiving a pay supplement from the State of Florida.

LWOP - Active Military without Pay Supplement (hours type 0083). Leave without pay for any employee who is on active military leave and is not receiving a pay supplement from the State of Florida.

Admin - Law Enforcement (hours type 0089). This leave type should only be used by those employees in a certified law enforcement position covered by the collective bargaining unit that have been approved to participate in union negotiations during a holiday workweek. The supervisor is responsible for maintaining documentation pertaining to the employee's participation in the union negotiations.