

Attendance/ Leave Policy

Expectations for Work Hours



Developmental Research School
at the University of Florida

Expectations for Work Hours

- Arrive on time.
- Tardiness will result in unauthorized leave without pay, unless leave with pay is approved by your supervisor for extenuating circumstances.
- Excessive tardiness (3 or more in 30-days) will result in disciplinary action.
- Stay until the end of your assigned shift.
- One 15-minute rest period is scheduled for every 4 hours worked.
- Take your 30-minute meal break during the assigned time.

Leave is a benefit available to employees to attend to personal needs. P.K. Yonge employees are expected and encouraged to take personal responsibility for their attendance and appropriate use of available leave benefits. Supervisors will make every effort to accommodate leave requests appropriately submitted in a timely manner. However, abuse of leave, or failure to report to work as scheduled, or a pattern of unscheduled or excessive absences or tardiness will not be tolerated.

Taking Leave:

- Sick leave may be used for personal illness, injury, exposure to a contagious disease, or medical appointments.
 - Call in each day you are out sick.
 - If you are sick 3 more days, you will need a doctor's note.
 - More than 3 sick occurrences in a 30-day period may be considered excessive and may require documentation from a health care provider.
- Administrative leave can be approved for court/jury duty/witness, or death in the immediate family (up to 2 days).
- Vacation leave must be pre-approved by your supervisor.
 - Requests for one day of vacation should be submitted at least 3 days in advance.
 - Requests for more than one day should be submitted at least 2 weeks in advance.
- If you have an unexpected absence, notify your immediate supervisor 30-minutes prior to the start of your shift if at all possible.
- Unauthorized leave without pay may result when (1) failing to follow call in procedures for sick or tardiness; (2) failure to submit requested medical documentation; or (3) failure to report to work.

For further information regarding leave, please contact University of Florida Human Resources at 392-2477 or visit, <https://benefits.hr.ufl.edu/time-away/>.