MEMORANDUM

DATE: March 16, 2007

TO: All Staff

CC: O. Crisalle  S. Svoronos
    R. Dickinson  M. Orazem

FROM: Jennifer Sinclair Curtis
       Professor and Chair

SUBJECT: Department Policy for Leave of Absence and Overtime

Any staff member who is absent must phone in and speak to one of the following people, called in the following order. Leaving a voice message is not sufficient.

1. Donna Roberts (392-0883)
2. Your supervisor

Once one of the above people are notified that a staff member is absent, it is their responsibility to notify the following individuals via e-mail. The notification list is different for the various staff members and is given below.

This notification also applies when staff are out for vacation. In this case, it is the supervisor’s responsibility to make sure the following individuals are notified since the supervisor signs the vacation form for the staff member’s vacation. Just as a reminder, staff should seek approval from their supervisor in advance for vacation.

Notification List

Deborah Aldrich
All staff
Jennifer Curtis

Jim Bosworth
All staff
Jennifer Curtis
Joe Wills
Mark Orazem
Professors teaching in the lab that semester
TAs working in the lab
Undergraduates working in the lab

**Jenn Ellenwood**
All staff
Jennifer Curtis

**Rob Fulton**
All faculty
All staff
Shadi Harb

**Shadi Harb**
All staff
Jennifer Curtis
Oscar Crisalle
Rob Fulton

**Janice Harris**
All faculty
All staff

**Jim Hinnant**
All staff
Jennifer Curtis
Mark Orazem

**Shirley Kelly**
All staff
Jennifer Curtis
Richard Dickinson

**Donna Roberts**
All staff
Jennifer Curtis

**Cynthia Sain**
All staff
Jennifer Curtis
Spyros Svoronos

**Debbie Sandoval**
All staff
Director of Graduate Recruiting, Oscar Crisalle
Head of the Faculty Search Committee, Richard Dickinson
Jennifer Curtis
Overtime

Overtime is defined as work that is required beyond the 40 hour workweek. The University of Florida’s Human Resources policy pertaining to overtime is as follows.

“It is a supervisor's responsibility to insure that unauthorized overtime is not worked. The work schedule should be arranged so that overtime usually is not required. In situations where the department's mission cannot be carried out unless overtime work is authorized, overtime work may be allowed.”

The Department commits salary dollars and associated fringe and benefits for their employees at the onset of any given fiscal year (FY). In order to remain within the allocated budget and not overspend, employees paid by the Department will be required to obtain the Chair’s approval in advance of accruing overtime. The employee cannot bypass the supervisor so the requests should be submitted through the appropriate channels.

The Chair will provide written approval (can be in the form of an email) to the supervisor who signs the timecard. This documentation needs to be attached to the timecard for the Payroll Processor.

The Department encourages their employees and supervisors to make a reasonable effort to consider the Department’s budgetary situation when determining whether the approved overtime will be reported as overtime compensatory leave or cash payment.