FPU-6.003 Hours of Work and Overtime
(1) Purpose:
The purpose of this regulation is to establish a standard for the hours of work; the hours for holiday pay; address compensation for overtime hours and provide information on the accrual and use of leave.

(2) Hours of Work.
  (a) **Workweek.** The standard workweek for full-time employees is as follows:
    (i) For non-exempt employees (excluding police officers) is 40 hours and begins at 12:00 a.m. on Friday and ends the following Thursday at 11:59 p.m.
    (ii) For non-exempt police officers is 84 hours for a two week period and begins at 12:00 a.m. on Friday and ends the second Thursday at 11:59 p.m.
    (iii)For exempt employees an expectation of a minimum of 40 hours and begins at 12:00 a.m. on Friday and ends the following Thursday at 11:59 p.m.

    The standard workweek for part-time employees is based on the pro-rata portion of the Full-Time Equivalent (FTE).

    Holiday pay (maximum of eight hours in a single day) and paid leave are not considered overtime and are paid at the Budgeted Employee's regular pay rate. Approved leave or an employee's scheduled work hours may be adjusted to ensure his or her workweek will not exceed their standard full-time workweek. Each employee is expected to work the number of hours in the employee's standard workweek, unless on approved leave.

  (b) **Overtime.** Overtime is only paid to non-exempt employees, whether budgeted or OPS, when the full-time employee's actual hours worked exceeds the employee's standard workweek and when the part-time employee's actual hours worked exceeds 40 hours. A non-exempt employee must get the appropriate supervisor's approval prior to working any overtime hours. An employee's failure to comply with this provision may lead to disciplinary action.
    (i) Non-exempt employees will be paid for overtime hours worked in accordance with the provisions of the Fair Labor Standards Act (FLSA).
    (ii) The payment for overtime hours worked will be made no later than the end of the following pay period.

(3) Paid Unpaid Leave Status.
  (a) An employee will accrue leave while in pay status. The leave will accrue and credit to the employee on the fifteenth (15th) and the last day of each month. In the case of an employee's separation from employment with the University, the leave will accrue and the appropriate pro-rat portion will be credited on the last day the employee is on the payroll. An employee may only use paid leave hours that have already been credited to his or her balance.

(b) During approved unpaid leave for parental, medical, or military reasons, an employee may use his or her accrued leave in order to remain in pay status and to continue contributions to State benefits and/or other expenses.
(c) An employee on approved leave will be employed in the same or similar status upon completion of the approved leave period, unless the employee agrees otherwise.
(d) While on paid leave, an employee may not be employed elsewhere unless approved by Human Resources and the designated University official in writing. The requirements for outside employment or outside activity and dual compensation regulations may apply in such circumstances.
(e) Employees who are aware that they may need to be on unpaid leave for one complete pay cycle or more must meet with Human Resources prior to going into an unpaid status. If it is not possible for the employee to meet with Human Resources, the employee may designate, in writing, a representative to meet with Human Resources on the employee's behalf in order to ensure arrangements are made to provide for continued insurance coverage.

(4) Leave Hours Must Not Be Used to Exceed Standard Workweek. Regardless of the amount of annual leave or sick leave approved by an employee's immediate supervisor, an employee may only use leave in the amount necessary to bring him or her to their regular FTE and not to exceed the standard workweek, unless otherwise provided in these regulations or by Florida law.

Effective Date, October 1, 2016, or when ERP Workday goes live, whichever date is later.