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**MEMORANDUM #046-15HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** December 24, 2015 Holiday

**DATE:** December 8, 2015

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Attached please find Governor Rick Scott's announcement that state buildings are to be closed December 24, 2015.

Thank you.



THE OFFICE OF THE 45TH GOVERNOR OF FLORIDA

**RICK SCOTT**

## **Message from Governor Scott to State Employees: December 4, 2015**

[www.FLGov.com](http://www.FLGov.com) [@FLGovScott](https://twitter.com/FLGovScott)

As we approach the end of 2015, I encourage everyone to reflect on our incredible success this year and prepare for another year of great accomplishments in Florida. Florida is the best place to raise a family and the holiday season is a special time for Floridians to spend with their loved ones.

**In recognition of the hard work of our state employees, I have directed Florida Department of Management Services Secretary Chad Poppell to close all state executive buildings on December 24, 2015. Thank you for all your hard work and I hope you enjoy this holiday season with your families and friends.**

**Florida state employees are working hard for Florida families.**

I'd like to thank Shawn Johnson and Christine Murphy from Florida Department of Law Enforcement's Orlando Regional Operations Center for being recognized by the Ninth Judicial Circuit Assistant State Attorney, Kelly Hicks, for their assistance completing a recent case involving a violent criminal. Their hard work keeps our communities safe for Florida families and visitors.

I would also like to recognize Greg Ballard, of the Florida Department of Health in Volusia County, for being named the 2015 Business Manager of the Year by the Florida Association of County Health Department Business Administrators. Greg's leadership has been instrumental in helping the Department support families in Volusia County.

**Thank you for all your great work for Florida families.**

## ***Paid Time Off for Thursday, December 24, 2015***

### **Frequently Asked Questions (FAQs) For HR Practitioners**

**1. Is this day considered a holiday?**

No. There will be an office closure on December 24, 2015, and employees will be granted a paid day off in the form of administrative leave. This leave has no terminal value and does not count as hours of work for overtime purposes.

**2. Will employees be granted paid time off for any additional days around the holidays?**

No. The only day to which this office closure applies is Thursday, December 24.

**3. Are OPS employees eligible for the same paid hours off?**

No. The use of administrative leave is available only to employees filling salaried positions within the State Personnel System. OPS employees are specifically excluded pursuant to Rule 60L-33.005, F.A.C., Other Personal Services Employment.

**4. How many hours of administrative leave will be granted to employees?**

Full-time employees shall be granted time off with pay commensurate with the number of hours in their established work schedule on the designated day of the closure. Full-time employees who are scheduled to work less than eight hours and granted the designated date off, may use any remaining balance (up to a combined total of eight hours) at a later date as long as the hours are used by June 30, 2016. Part-time employees shall be granted a prorated number of hours with pay based on an eight-hour workday and their FTE.

**5. How should this additional paid time off be recorded on the timesheet?**

This day should be recorded using Hours Type 0056 ("ADMIN – Authorized Other"). In addition, agencies are highly encouraged (but are not required) to create a designated charge object code to monitor use of these administrative leave hours, especially by employees who must take an alternative day or use intermittent hours. (See attached instructions regarding creation of charge objects and Questions Number 9, 10, 11 and 12 regarding permissible ways to use these hours on an alternative day or intermittently.)

**6. Should employees who were already approved to be off on December 24 use administrative leave in place of accrued leave?**

Yes. Employees on a prior approved leave of absence during the designated day are eligible to use administrative leave for that day.

**7. Must employees be on pay status the workday before the designated day (December 24) in order to be eligible for paid time off on the designated day?**

No. Employees who are on any type of authorized leave without pay on the workday that immediately precedes the designated date will still be granted paid administrative leave for December 24.

Note: Employees on Workers' Compensation disability leave without pay (Hours Type 0060) only need to use the amount of administrative leave hours that are necessary to reach full pay status in conjunction with their Workers' Compensation payment. As is the case with a holiday, any remaining balance is forfeited since the employee was able to be off and in pay status for the entire day.

**8. Will employees required to work on December 24 earn Special Compensatory Leave?**

No. This paid day off is not a holiday and is not subject to the statutory, rule or collective bargaining provisions governing holidays.

**9. Will employees required to work on December 24 be allowed to use administrative leave at another time?**

Yes. Employees required to work on the designated date shall be given until June 30, 2016, to use administrative leave equal to the amount of administrative leave hours they would have been granted, had they not been required to work on that designated date.

In addition, employees who have already worked a sufficient number of hours in the work period to obviate the need to charge some or all of the eligible administrative leave for the designated date will also be able to use a commensurate amount of administrative leave in a later work period, provided it is used by June 30, 2016.

**10. Will employees whose established day off falls on December 24 be allowed to use the administrative leave at another time?**

Yes. Employees shall be given until June 30, 2016 to use eight hours (or the prorated amount for part-time employees) of administrative leave, if the designated date (December 24) is their established day off.

**11. If an employee is unable to use the administrative leave on December 24, may they use the leave before the designated date?**

No. The administrative leave may not be used before the designated date.

**12. May employees who must defer the use of the administrative leave use it intermittently?**

Yes. Although (for administrative ease) agencies are encouraged to allow employees to use their deferred administrative leave in aggregated form, intermittent use is permitted, if necessary and feasible.

**13. What happens if the employee is not able to use all the administrative leave by June 30, 2016?**

Agencies should make every reasonable effort to allow employees to make up the use of this additional paid day; however, all unused hours will expire on June 30, 2016.

**14. How might use of administrative leave impact accrual of special compensatory leave credits related to the Christmas holiday, by Career Service employees?**

As per Rule 60L-34.0032(4), F.A.C., which governs the accrual of special compensatory leave credits during work periods containing a holiday, use of administrative leave hours during a holiday work period offset the potential to earn special compensatory leave.

**15. How might use of administrative leave impact overtime eligibility for included employees and/or the accrual of regular compensatory leave by excluded Career Service employees?**

As per Rule 60L-34.004(8), F.A.C., which addresses the State's managerial prerogative to control overtime liability, any administrative leave hours taken during the applicable work period may offset all or some of the hours that would have otherwise been compensated as overtime pay, or as regular compensatory leave credits, as applicable.

**16. Will agencies need to adjust any military pay supplements?**

No.

**17. What other considerations apply to managing these administrative leave hours?**

- Agencies need to manually calculate the total amount of administrative leave hours that may be deferred to an alternative day or used later on an intermittent basis. This amount cannot exceed eight hours (if the designated date falls on the employee's established day off) or the employee's regularly scheduled hours on the designated date, whichever is applicable.
- Employees should coordinate with their supervisors on the scheduling of an alternative day or intermittent use of this administrative leave.

- Supervisors should ensure that Hours Type 0056 and (if applicable) the correct charge object code is reflected on timesheets for the correct amount of leave.
- Since the business rules for authorized use of Hours Type 0056 varies by circumstance, the People First system does not have an edit to limit how many hours can be charged under Hours Type 0056. However, by using Hours Type 0056 in conjunction with a charge object, agencies can run reports through the People First Data Warehouse to monitor use. These reports should assist with any additional (manual) audit that the agencies conduct to ensure that deferred use of administrative leave does not exceed permissible amounts.

**Note: These deferred hours expire on June 30, 2016, if not used.**

Attachment: Instructions for Creating and Linking Charge Objects in People First



FLORIDA DEPARTMENT of

# management SERVICES

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Rick Scott, Governor

Chad Poppell, Secretary

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December 4, 2015

Dear Colleagues:

Governor Scott has directed the Department of Management Services to close state executive buildings on Thursday, December 24, 2015.

All employees released from duty that day will be granted paid administrative leave. Because there are essential services that the state must continue, those employees who are required to work that day will be permitted to take an equivalent amount of administrative leave within the next six months. Any leave related to this matter not taken by June 30, 2016 will be forfeited.

I wish you all a happy, healthy holiday season.

Sincerely,

Chad Poppell  
Secretary

CP/db

Enclosures