

APPENDIX K: ADMINISTRATIVE LEAVE

ADMINISTRATIVE LEAVE

Hours Type	Description	Authorized Use/Authority	Limit
0031	ADMIN - Jury Duty	Employee is serving as a member of a jury panel, as per Rule. 60L-34.0071(3)(a), F.A.C.	No set cap
0032	ADMIN - Witness	Employee is subpoenaed as a witness or to give a deposition in a court or an administrative hearing that does not involve personal litigation or services as a paid expert, nor representation of the state or an agency in the line of duty, as per Rule 60L- 34.0071(3)(b), F.A.C.	No set cap
0033	ADMIN - Military Exam	Employee is ordered to appear for an examination required for entrance into military service, as per Rule 60L-34.0071(3)(c), F.A.C.	No set cap
0034	ADMIN - Death in Family	Due to the death of the current spouse, parent, grandparent, brother, sister, child, or grandchild of either the employee or employee's spouse, per Rule 60L-34.0071(3)(d), F.A.C.	Up to 16 hours per eligible family member death.
0035	ADMIN - Voting	Employee is voting during normal working hours, as per Rule 60L- 34.0071(3)(g), F.A.C.	Up to one hour per election.
0036	ADMIN - Interview/ Exam	Employee is taking an examination pertinent to state employment before a state agency or interviewing for positions within the State Personnel System, as per Rule 60L-34.0071(3)(h), F.A.C.	Up to two hours per occurrence.
0037	ADMIN - Certain Athletes	Employee is preparing for and engaging in athletic competition as a member of the United States team at the world, Pan American, or Olympic level, as per section 110.118, F.S.	The lessor of 30 calendar days a year, or the combined period of the official training camp and competition event.
0038	ADMIN - Red Cross Disaster	Employee is participating in specialized disaster relief services within Florida as a certified disaster service volunteer of the American Red Cross; or for services occurring within the boundaries of the United States if approved by the Governor and Cabinet, per section 110.120, F.S.	Up to 15 work days in any 12- month period.
0044	ADMIN - Mentor/ Volunteer	Employee is participating in school or community voluntary activities. (Rule 60L-34.0071(3) (i), F.A.C.)	One hour per week, up to four hours at one time, not to exceed five hours per calendar month.

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0045	ADMIN - Office Closure	Employee is relieved from duty due to emergency conditions necessitating the closure of state offices or facilities, on order of the appropriate authority, as per Rule 60L-34.0071(3)(e), F.A.C.	For the hours of work missed as a result of the closure. No set cap
0046	ADMIN - Formal Investigation	Employee is under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty, if the employee's absence from the work location is essential to the investigation, per Rule 60L- 34.0071(3)(f), F.A.C.	No set cap; however, agencies should carefully assess the need to use beyond 90 days.
0056	ADMIN- Authorized Other	Employee use must be authorized by the Department of Management Services (DMS).	No set cap
0057	ADMIN- Reserve/NG Training	Employee is participating in recurring training as a service member in a reserve component of the Armed Forces of the United States or in the National Guard, when ordered under the provisions of the United States military or naval training regulations and when assigned to active or inactive duty, per section 115.07, F.S.	Up to 240 hours per military annual period (October 1 through September 30).
0061	ADMIN-FL National Guard	Employee is called into active state service by the governor as a service member of the Florida National Guard, per section 250.48, F.S.	Limited to the first 30 missed calendar days.
0062	ADMIN- Educational Leave	Employee is attending a college, university, or training academy for one or more full academic periods under an authorized agency program, per Rule 60L-34.0072, F.A.C.	No set cap. Agency authorizes per academic period.
0065	ADMIN- Workers' Comp Leave	Employee, who has sustained a job-connected disability that is compensable under Chapter 440, F. S., is unable to work or has additional appointments with health care providers, physical therapists, etc., directly related to the workers' compensation injury, per Rule 60L-34.0061, F.A.C.	Limited for up to 40 hours with an additional 48 hours to cover medical appointments.

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069	ADMIN- Active Military	Employee has volunteered or has been 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, as per sections 115.09, F.S. and 115.14, F.S., and Rule 60L-34.0062(1), F.A.C.	Limited to the first 30 missed calendar days.
075	ADMIN- Veterans Disability	Employee is being examined or treated for a service connected disability, as scheduled by the United States Department of Veterans Affairs, per section 110.119(1), F.S.	Up to 48 hours per calendar year.
0080	ADMIN- Child's Activities	Employee is participating in the activities of a child for whom he/she has parental or loco parentis authority, at local schools and/or child care centers, per Rule 60L- 34.0051(7), F.A.C.	Up to one hour per calendar month.