POs 5.01

SUBJECT ATTENDANCE and LEAVE

POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services

PURPOSE/SCOPE: To establish Department policy and procedures for the attendance and leave of members of the Department and ensure all transactions and attendance records are properly authorized, documented and processed.

I. AUTHORITY

Section 110.219, Florida Statutes, Attendance and leave; general policies

Chapter 60L-34, Florida Administrative Code, Attendance and Leave

Chapter 60L-36, Florida Administrative Code, Conduct of Employees


Governor’s Executive Order 11-03 and Code of Ethics, effective January 4, 2011

II. RELATED POLICIES

MP 3.03, Assignment to Administrative or Alternate Duty
MP 3.06, Disciplinary Process
MP 5.15, Sick Leave Pool
MP 5.16, Sick Leave Transfer Plan
MP 5.20, Worker’s Compensation
MP 5.22, Family and Medical Leave Act

III. POLICY

Service to our customers is the primary focus of the Department and it is our policy that work schedules for members are established to best accomplish our mission. Therefore, members are expected to report for work on time; be at work on a regular and consistent basis; and plan in advance for absences as much as possible. Frequent unscheduled absences disrupt the supervisor’s ability to plan for office
coverage and may require disciplinary action in accordance with DHSMV Policy 3.06, Disciplinary Process.

IV. PROCEDURES

A manual entitled “Attendance and Leave Procedures” is published by the Bureau of Personnel Services.