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| SUBJECT ATTENDANCE and LEAVE | POLICY NUMBER 5.01 |  |
| 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

U.S. Code, Federal Fair Labor Standards Act (FLSA) as 1938, as amended (29 U.S.C. 201 et seq.)

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

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| Executive Director SIGNED ORIGINAL ON FILE | Effective Date 02/01/1991 |
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STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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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.