



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

| SUBJECT (R*)             | EFFECTIVE DATE (R*) | POLICY NUMBER (O*) |
|--------------------------|---------------------|--------------------|
| MANDATORY LEAVE (AFSCME) | June 2, 2017        | 1725.177           |

**POLICY STATEMENT (R\*)**

**Mandatory Leave.** At least once per fiscal year, employees are required to take at least five (5) consecutive work days of leave. During this leave period, employees are prohibited from performing any work, including responding to or checking University emails, or otherwise communicating with any University employee regarding work related matters. Access to the University systems will be temporarily suspended during this leave period.

University holidays and weekends are not counted toward the five (5) consecutive work day requirement. If a holiday falls during the leave period, the employee must extend the time off so that a total of five (5) consecutive work days of leave is taken.

Employees may use any form of approved leave (or a combination of various leaves) in order to comply with this policy, provided that the use of the leave is planned and approved by the supervisor at least two (2) weeks in advance. Approved leave includes accrued sick leave, vacation leave, and compensatory leave, as well as a leave of absence without pay.

**New Employees.** Individuals who have been employed by the University for less than one year are not required to comply with the above policy. Compliance is required after the one-year anniversary of the employee’s date of hire. If the employee’s one year anniversary is after March 31, compliance is required in the next fiscal year.

**Alternate, Temporary Assignment In Lieu of Leave.** In lieu of taking leave to comply with this policy, employees may request to be temporarily assigned to a position or task that is not covered by this policy for a period of five (5) consecutive work days. The request must be made and approved by the Controller at least two (2) weeks in advance of the beginning date of the temporary assignment. The Controller will provide employees with specific information about the tasks they are to perform during the five (5) day period. Employees who request and are approved to work in a non-covered role for a period of five (5) consecutive work days will receive their normal pay for hours worked during the temporary assignment. However, access to the University systems will still be temporarily suspended during this period and during the temporary assignment employees are prohibited from performing any work that they performed in their permanent role.

Employees are expected to work with their supervisors and the Controller to ensure their compliance with this policy. If an employee fails to request and take leave in compliance with this policy, the University may force the employee to take five (5) consecutive work days of leave in compliance with the policy.

**REASON FOR POLICY (O\*)**

It is a common internal control that employees working in positions that deal heavily with financial records, cash, accounts payable, have a mandatory black-out period during which they are not permitted to perform work. The purpose of this period is to create an opportunity to uncover fraudulent or improper activities which might otherwise remained undetected. This Mandatory Leave Policy is maintained as an internal control to assist with effectively detecting any fraudulent activity. This policy applies to employees who work in the Office of the Controller.

**HISTORY (R\*)**

Adopted: August 19, 2013; June 2, 2017.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Employee and Labor Relations  
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**\*R = Required \*O = Optional**