



To All Leave Coordinators,

Due to Tropical Storm Debby the St. Petersburg campus will be closed Monday, August 4. We anticipate normal campus operations will resume Tuesday, August 5. We will provide an update, as we learn when operations will resume. Employees previously scheduled to work Monday, August 4 who are not required to work during the emergency closure are eligible to receive administrative leave.

Vice Presidents, Deans, and Directors or their designees of the college, division or department will identify critical roles necessary to continue campus operations. Their supervisor will notify employees if they are part of this group and are required to work during the emergency closure. Select employees that were scheduled on Monday, August 5 may be eligible to receive administrative leave.

Leave Coordinators **are required** to make the administrative leave adjustments in ALT for all eligible employees for this emergency closing. You will need to audit the Staff timesheets to determine how many hours of administrative leave will be required to bring the employee up to their required workweek. If salaried exempt employees worked during the entire storm no administrative leave is required. If partial time was worked, you will need to update ALT with the correct amount of hours for their workweek. All ALT entries should be made by the close of business Friday, September 9. Please note that the **Absence Reason** for Emergency Closing (EME) related to Tropical Storm/Hurricane Debby is located on the **Miscellaneous** tab (**not on the Approval Tab**).

For departments with staff employees receiving administrative leave due to the storm, please send a copy of the timesheet to leaveadmin@usf.edu. This is a proactive step required by the State of Florida and FEMA to collect these timesheets.

Additional information can be found in the [FAQs](#) located in the A&L Guide for Employees on page 53. If you have any questions, please contact the leave team via the leaveadmin@usf.edu mailbox.

Thank you,

Leave Team

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