



To All Leave Coordinators,

Due to Hurricane Helene, 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 administrative leave hours for their regular workweek. All ALT entries should be made by the close of business Thursday, October 10. Please note that the **Absence Reason** for Emergency Closing (EME) related to Hurricane Helene is located on the **Miscellaneous** tab (**not on the Approval Tab**).

Employees that were not able to return to work due to storm related issues when their campus reopened will be allowed to use their annual leave.

For departments with **staff/non-exempt administrative employees who earned overtime and/or special compensatory leave** due to the hurricane support, please send a copy of the timesheets for PPE 9/26/24 and PPE 10/10/24 to [leaveadmin@usf.edu](mailto:leaveadmin@usf.edu). This is a proactive step required by the State of Florida and FEMA to collect these timesheets.

Hurricane Helene affected some areas outside of the USF campuses. Employees that were not able to return to work due to storm related issues when their campus reopened will be allowed to use their annual leave. Remote employees that reside in Florida, Georgia, Tennessee, North Carolina, or any impacted area, may request approval from their supervisor to use administrative leave **WHILE THE UNIVERSITY WAS CLOSED**. If additional time is needed, employees are allowed to request annual leave.

Additional information can be found in the [FAQs](#) located in the A&L Guide for Employees on page 52. If you have any questions, please contact the leave team via the [leaveadmin@usf.edu](mailto:leaveadmin@usf.edu) mailbox.

Thank you,

**Leave Team**

Central Human Resources  
University of South Florida  
4202 E. Fowler Avenue, SVC 2172  
Tampa, FL 33620-6980

[Leaveadmin@usf.edu](mailto:Leaveadmin@usf.edu)

**CENTRAL HUMAN RESOURCES**

University of South Florida | 4202 E Fowler Avenue, | Tampa, FL 33620-4301  
813-974- 2970 | [www.usf.edu/HR](http://www.usf.edu/HR)