



**Florida Institute of Oceanography
University of South Florida
Extended Duty Leave Policy and Procedures
For Crew members
Effective July 5, 2013**

Extended Duty Leave

1. Each crewmember will be credited with 8 (eight) hours of paid leave following the first seven consecutive days of duty at sea while assigned to an FIO owned or operated vessel.
 - a. For the purposes of extended duty leave a day at sea is defined as more than 12 continuous hours at sea.
 - b. Consecutive days of at sea includes up to three days while the vessel is undergoing maintenance periods/changing the scientific outfit in other than home port.
 - c. "Sea" is defined as the oceans of the world plus navigable waters connected to the ocean; it may include rivers or estuaries.
2. Extended Duty Leave is intended to provide a crew member with an opportunity to rest and/or attend to personal business the crewmember was unable to complete while at sea. As such, crewmembers will not generally be permitted to accrue Extended Duty Leave, and instead will be expected to take the leave upon returning to home port after seeing to the needs of vessel/FIO. Extended Duty Leave may be accrued only with the express permission of the Director of FIO.
3. The FIO reserves the right to delay use of Extended Leave as practicable given the operational needs of FIO. In the event the FIO cancels a crewmember's Extended Duty Leave, the crewmember will be permitted to accrue the Extended Duty Leave, notwithstanding No. 2.
4. Extended Duty Leave is not subject to cash payout and is forfeited if the crewmember resigns or separates from employment with or without cause prior to use.
5. Unused Extended Duty Leave hours will be forfeited at the end of each fiscal year. Hours do not accrue or
6. Crewmembers on probationary status are ineligible for extended duty leave.