

From: [Office of the Provost](#)
Subject: Faculty Positive Time Reporting
Date: Friday, November 13, 2020 3:14:33 PM
Attachments: [image001.png](#)

Good afternoon,

I'm writing to provide updates to the Positive Time Reporting sheets for the 2020-2021 Academic Year.

As part of the salary reduction plan, Friday, December 18, Monday, December 21 and Tuesday, December 22, 2020 have been designated as Administrative Holidays for eligible faculty (see FSU News e-mail dated October 23, 2020/2:07pm). If applicable, please mark "18" (the positive time reporting code for an official holiday) for these dates.

Additionally, faculty should mark "D" (the positive time reporting code for "required duties were performed that day") from November 30, 2020 until they return for the Spring 2021 semester.

Please contact the Provost's Office if you have any questions. Thank you,

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