IFAS HR

(352) 392-4777 (phone tree)

• Ifas-hr@ifas.ufl.edu
ADMINISTRATIVE LEAVE
ADMINISTRATIVE LEAVE

ENSURE EMPLOYEES RECEIVE A PAYCHECK

• Be prepared for an unexpected early payroll close.
• Report the number of hours scheduled to work.
• Approve time daily.
• Notify IFAS HR or UF Payroll if a supervisor is unable to approve time.

EMPLOYEES THAT WORK OUTSIDE OF MAIN CAMPUS AREA

If the county government of your work location closes schools and other county offices obtain the details shown below for Faculty, TEAMS, USPS members and email to IFAS-HR@ifas.ufl.edu

<table>
<thead>
<tr>
<th>UFID</th>
<th>Name</th>
<th>Date</th>
<th>Hours</th>
<th>County/City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234-5678</td>
<td>Ally Gator</td>
<td>7/14/2023</td>
<td>8</td>
<td>Dade / Homestead</td>
</tr>
</tbody>
</table>
EMERGENCY CLOSING – BEFORE A STORM

Update Essential Employee designations.

<table>
<thead>
<tr>
<th>ESSENTIAL EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Essential – Working on campus</td>
</tr>
<tr>
<td>▪ Continuation of critical and/or essential services that must be completed on-site</td>
</tr>
<tr>
<td>▪ Maintaining integrity of infrastructure, property or systems on-site</td>
</tr>
<tr>
<td>▪ Necessary on-campus work to maintain the safety and wellbeing of students, faculty and staff</td>
</tr>
<tr>
<td>Remote Essential – Working from a remote location, may need periodic access to campus</td>
</tr>
<tr>
<td>▪ Work is required to maintain operations and business continuity of the University and can be completed remotely</td>
</tr>
<tr>
<td>▪ Supervisor approved access to campus may need periodically to complete required work</td>
</tr>
<tr>
<td>Remote Non-essential – Working from a remote location, does not need access to campus</td>
</tr>
<tr>
<td>▪ Work is important to the University and can be completed remotely, but is not essential to maintain operations and business continuity</td>
</tr>
</tbody>
</table>

Update emergency contact information

UF Emergency Management website - [https://emergency.ufl.edu/](https://emergency.ufl.edu/)

IFAS Announcements will establish a helpful TEAMS page.
HURRICANE PREPAREDNESS

BEFORE A STORM

• Update emergency contact information and Essential Employee designations.
• Stay informed
• UF Emergency Management website - https://emergency.ufl.edu/
• IFAS Announcements will establish a helpful TEAMS page.

AFTER A STORM

• Aid-a-Gator emergency funding program to assist faculty and staff who experience a temporary financial hardship.
  • Annual $1,500 cap per employee.
  • https://benefits.hr.ufl.edu/gatorperks/aid-a-gator/
  • AidaGator@hr.ufl.edu
EXTENDED LEAVE OVERVIEW
Extended Leave of Absence

**PROCESS OVERVIEW**

1. Preliminary Request Form Filled Out
2. Email Receipt Of The Form
3. Email Stating Eligibility And Attached Certification
4. Certification Completed And Returned to Central Leave
5. ePAF With Signed ELOA Placing Employee On Leave
6. ELOA Out For Signatures
7. Email With Approval And Extended Leave Of Absence (ELOA) Form
8. Email Receipt Of Certification
9. Email With Return-To-Work Form
10. Return-To-Work Form Sent Back To Central Leave
11. Email From Central Leave Acknowledging Receipt And Return Date With Return ELOA
12. ePAF With Signed ELOA Returning Employee From Leave
FIRST STEP: PRELIMINARY LEAVE REQUEST FORM

https://benefits.hr.ufl.edu/time-away/extended-leave-of-absence-request-form/

Employee or someone on behalf of employee may submit Preliminary Leave Request Form

Central Leave team will review and email the preliminary leave benefit eligibility results.
Medical Certification form must be completed by a physician.
*Not required for Parental Leave of Absence

Central Leave will provide job description with ELOA packet.

Is the job description in the system accurate?
MEDICAL CERTIFICATION FORM

Medical Certification should confirm

- ‘FMLA qualifying event’
- Leave of absence Type
- Leave of absence Start and End Dates

Completed Medical Certification Form should be sent to fmla@hr.UFL.EDU or fax to (352) 392-5166

Any questions concerning how to complete this form or the Family Medical Leave Act, more broadly, can be addressed to your UFHR-Central Leave Team at (352) 392-2477 or central-leave@ufl.edu.

The completed form can be sent via secure fax to 352-392-5166, emailed to fmla@hr.ufl.edu, dropped off in person or mailed to 903 W University Avenue, PO Box 115007, Gainesville, FL 32611-5007
MEDICAL CERTIFICATION REVIEW

Central Leave Team will determine leave/benefits eligibility and provide an ELOA packet.

Email will be sent to the employee and HRL containing:

1. Extended Leave of Absence (ELOA) packet
2. Verify - Paid Family Leave benefit
3. Verify - FMLA eligibility
4. Time reporting instructions
5. Return to work process
Extended Leave of Absence

ELOA PACKET
Will Faculty Tenure Status Be Impacted?

**Action Requested:**

- [x] New Leave of Absence
- [ ] Extension of Leave
- [x] Return from Leave
- [x] ePAF Required
- [ ] Date of Return: 6/08/2023

**Reason for Leave Request:**

- [x] The birth of my child; placement of a child with me for adoption, or foster care
- [ ] My serious health condition
- [ ] Workers’ Compensation
- [ ] A serious health condition affecting my: [ ] Spouse [ ] Child [ ] Parent

**Expected Leave Dates**

- [x] Continuous Leave
  - Begin Date: 1/11/2023
  - End Date: 2/03/2023
- [x] Reduced Work Schedule
  - Begin Date: 2/06/2023
  - End Date: 6/07/2023
- [ ] Sporadic Leave
  - Begin Date: [ ]
  - End Date: [ ]

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**CONTINUOUS**

- Employee will be absent from work 15 days or more continuously.
- Requires Supporting Documentation (Ex. Medical Certification)
- Requires an Extended Leave of Absence Form (ELOA)
- Requires an ePAF at start and end of leave
- Requires Return to Work Paperwork (Medical Only)

**REDUCED WORK SCHEDULE**

- Employee will be absent at least one day a week OR work less than 40 hours a week over a continuous period of time.
- Requires Supporting Documentation (Ex. Medical Certification)
- Requires an Extended Leave of Absence Form (ELOA)
- Requires an ePAF at start and end of leave

**SPORADIC**

- Employee will be absent from work on an intermittent basis.
- Requires Supporting Documentation (Ex. Medical Certification)
- Requires an Extended Leave of Absence Form (ELOA)
PAID FAMILY LEAVE
(Faculty, TEAMS, USPS)

Provides 8 weeks of paid leave over a 24-month period

Paid Family Leave - Parental
Eligible for benefit upon hire
Must be taken within 12 months of birth

Paid Family Leave - Medical
Must meet FMLA eligibility criteria
Healthcare provider certifies the absence will be 15 or more working days
Employee must report 80 hours of vacation/sick leave before use

* OPS and Post Docs are not eligible for Paid Family Leave
* Graduate Assistants receive 8 weeks of PFL over a 12-month period.
FMLA

Job-Protected leave for qualifying family and medical reasons.

Federal Law that provides up to 480 hours. Rolling Calendar used to measure annual entitlement.

FMLA Can be Taken For

- Employee serious health condition
- Provide care for Parent, Spouse or Child serious health condition
- New Parent – take time to bond with newborn
- Various Armed Services Member benefits
FMLA Eligibility Requirements

• Have at least 12 months employment (non-consecutive) with UF; and

• Have worked 1,250 hours for UF during the 12 months prior to the start of the FMLA leave; and

• Have not exhausted the 480 hours FMLA entitlement in last 12 months.
FMLA/Paid Family Leave Calculator

**Employee**:
Main Menu > My Self Service > Benefits > UF Paid Family Calc

**Supervisor**:
Main Menu > Human Resources > Manager Self Service > Time Management

**Department Approver**:
Main Menu > Human Resources > UF Departmental Administration

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**UF FMLA Calculation**

- Date: 07/07/2023
- Hours used in previous 12 months: 0
- Number of eligible FMLA hours: 480

**UF Paid Family Leave Calc**

- Date: 07/07/2023
- Hours used in previous 24 months: 0
- Number of eligible Family Leave hours: 320
UF PARENTAL LEAVE

• Available when becoming a parent:
  • Childbirth (birth and non-birth parent)
  • Adoption
  • Fostering
• 6 Calendar months off for Faculty, TEAMS and USPS
  • One continuous period (cannot start and stop)
  • Can work part-time (reduced work schedule) with department approval
• Can begin up to 2 weeks prior to event
  • Expected Delivery Date
  • Date of Adoption
  • Court Date for Fostering
FMLA Request was

- Approved
- Additional details needed
- Denied

Return to Work Form

Employee / Supervisor Signature
(can be processed without employee signature)
Obtain Signatures
Supervisor > Chair or Center Director or Dean (not IFAS HR)

Personal Leave of Absence  OR  Extension of T&P
Supervisor >
Chair or Center Director or Dean > ifas-hr@ifas.ufl.edu
Submit ELOA Packet

**Change of Employment ePAF**

Continuous or Reduced Work Schedule for 15 days or longer.
(Only EOLA packet should be attached – NOT Personal Health Information)

**Email to** Central-leave@ufl.edu

Sporadic LOA or Continuous/Reduced Work Schedule <15 days
RETURN TO WORK

Helpful Links -
https://benefits.hr.ufl.edu/time-away/fmla/returning-to-work/
1. Notify HR Administrator and/or supervisor of expected return to work date based on return to work certification/release from medical provider

2. Acquire return to work certification/release from medical provider and submit to HR Administrator and/or supervisor on or before day of return. *If such release is not received, your return to work will be delayed until the certification is provided

   a. Return to Work Form

3. If applicable, discuss restrictions with HR Administrator

4. Discuss need for continued medical care absences with HR Administrator
   a. If applicable provide updated release/certification noting changes in treatment frequency or duration

5. Ensure that time is reported using FMLA codes if you have on-going medical absences related to the approved FMLA request
Supervisor

1. Provide HR Administrator with employee’s expected return to work date, based on return to work certification/release from medical provider and/or communication from employee

2. Provide the employee’s return to work certification/release from medical provider to HR Administrator. *Supervisors should not retain a copy*

3. If applicable discuss restrictions with HR Administrator before discussing with employee

4. Discuss need for continued medical care absences with HR Administrator

5. Ensure that time is reported using FMLA codes if the employee has on-going medical absences related to the approved FMLA request

6. Coordinate any potential position changes with HR Administrator, and ensure proper orientation is provided to the employee
RETURNING TO WORK – HRL Responsibility

HR Administrator

☐ 1. If applicable, submit return to work ePAF based on return to work certification/release from medical provider for employees own serious medical condition and/or communication from employee for other circumstances.

☐ 2. Provide the employee’s return to work certification/release from medical provider to UFHR Central Leave if change in frequency or duration is noted on med cert *Supervisors should not retain a copy*

☐ 3. If applicable discuss restrictions with supervisor before discussing with employee

☐ 4. Discuss need for continued medical care absences with supervisor

☐ 5. Ensure that time is reported using FMLA codes if the employee has on-going medical absences related to the approved FMLA request

☐ 6. Coordinate any potential position changes with supervisor, and ensure changes are consistent with FMLA regulations

☐ 7. Continue to monitor FMLA leave until employee fully returns from leave, if applicable
Review leave balances
Report LWOP/Paid Leave
Report paid time prior to a Holiday
Suspend voluntary retirement contributions
Sick Leave Pool member?

Main Menu, Benefits, Review Employee Benefits, Current benefits Summary
160 hours per request with 480 hours fiscal year limit

Is member enrolled in a disability plan?
THANK YOU

IFAS – Human Resources