Family and Medical Leave Act (FMLA)
Faculty -- Lorie Martin
Staff, OPS Faculty, Post Doctoral Associates -- Cathy Di Lena
OPS Hourly, Student Assistants, Graduate Assistants -- Jessica McLane

FMLA is a federal law designed to provide “protected” unpaid leave to eligible* employees when leave is required due to “qualifying” events or conditions for either themselves or an “immediate family member”. In concert with the healthcare provider, it is the supervisor’s responsibility to determine whether an absence is considered FMLA-qualifying. If unsure, check with your department HR administrator.

FMLA federal entitlement includes up to 12 weeks of unpaid leave over a 12-month period. The University of Florida’s policy is more generous and includes the ability to use accrued leave (not including overtime comp) as well as a broader definition of “immediate family.” For more information, go to UF FMLA Policy Overview.

*Eligibility: Employee must have worked at UF for at least 12 months (need not be consecutive) and must have physically worked at least 1,250 hours in the 12 months preceding a request for FMLA leave.

If an employee does not have enough accrued paid leave to stay in full pay status, benefit premium payments must be addressed by the employee. It is the employee’s responsibility to contact University Benefits at 352/392-2477 to determine the minimum number of leave hours that must be used every pay period to cover deductions. If the employee does not have enough leave to pay premiums, the employee should make arrangements with the Benefits Office to make appropriate payments.

Parental Leave

The University’s leave policy guarantees six months of parental leave for eligible faculty and staff upon the birth or adoption of a child. The first 12 weeks are considered FMLA-qualifying. OPS and Post-Docs are eligible for up to 12 work weeks of parental leave, provided they have worked at least 12 months for a minimum of 1,250 hours prior to the start of the FMLA leave.

Parental leave may begin two weeks before the expected date of the child’s birth.

Faculty and staff may request up to six weeks of advanced sick or vacation leave for the birth of a child. Employees may also use their personal accrued leave, unpaid leave, or a combination of paid and unpaid leave, provided they do not exceed the six month leave policy limit. The employee will be required to repay the advanced leave hours within a 3-year period from the first date the leave is used. Separation from the university would not cancel this obligation.

Forms (must be forwarded to appropriate HR contact):

Certification of Health Care Provider - Used to designate FMLA-qualifying events and is completed by the health care provider. This form, while required for most FMLA-qualifying absences, is optional (but recommended) for parental leave:

Medical Certification for: (Choose one of the following)
- Employee
- Family Member
- Qualifying Exigency for Military Family Leave
- Serious Injury or Illness of Current Service member
- Serious Injury or Illness of a Veteran (Military Caregiver Leave)
<table>
<thead>
<tr>
<th>Application for Leave</th>
<th>Completed for leaves of absence totaling <strong>less than 15 workdays</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Leave of Absence Form</td>
<td>Completed for extended leaves of absence (<strong>at least 15 workdays</strong>); for reduced work schedules, when an employee, with their supervisor’s approval, will have a modified work schedule for a period of time (please note this does not change their FTE); and for sporadic absences, when an employee has a health condition that might flare up sporadically and as such, can’t be planned in advance.</td>
</tr>
<tr>
<td>Request for UF Paid Parental Leave</td>
<td>Completed as applicable</td>
</tr>
<tr>
<td>Intermittent Leave Application 2016-17, 2015-16</td>
<td>Used to aid departments in tracking intermittent leave usage. This document is maintained at the department/college level and not submitted to the Core HR Office.</td>
</tr>
</tbody>
</table>

**Submit ePAF**

An ePAF to change employee status must be entered by department for all extended leaves of absence, including reduced work schedules. A second ePAF is entered when employee returns. Should the employee return on a date other than the one noted on the original extended leave of absence form, a second form must be completed with the new return date noted.