

Leave Update

Provided by
Employee Development
University Personnel Services

For More Information:

Contact Employee Development with questions about USPS and A&P employees.

PO Box 115006, 329 Stadium West 392-4626, SC 622-4626 TDD 392-7734
Please call Academic Personnel at 392-1251 with questions about Faculty.

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PART I EXTENDED LEAVES OF ABSENCE

A. What are extended leaves of absence?

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"Extended leave" is a term used at the University of Florida that encompasses all forms of leave with or without pay that last longer than 15 days. As a result, extended leave may be provided for medical (self and family), parental, military, and personal reasons.

As appropriate, the State University System (SUS) and University of Florida extended leave of absence policy incorporates at a minimum that which is required by the federal Family and Medical Leave Act of 1993, or FMLA—although not all of the circumstances covered by the university's extended leave of absence policy are affected by the FMLA.

Please note: When an employee uses annual leave and compensatory leave to cover an absence of more than 15 days for personal reasons, in keeping with the university's annual and compensatory leave policies, the employee will not be considered to be on an "extended leave." **As always**, such leave use is documented with the application for leave (half-sheet). An extended leave of absence for personal reasons is available; however, it must be taken as leave without pay. Such leave is available **only upon supervisory approval** and is not covered by the FMLA.

B. What is the Family and Medical Leave Act?

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The FMLA was enacted by Congress in February of 1993 and recently became effective. Under this federal law, eligible employees are entitled upon request to a **total entitlement** (not per event) of 12 workweeks of leave without pay in a 12-month period:

- When an employee becomes a biological parent.
- When a child is placed in his or her home pending adoption.
- For foster-care purposes.
- When an employee needs to care for his or her **parent spouse, or child** with a serious health condition.
- When the employee has a serious health condition.

In instances of parental leave and leave for purposes of foster care, the 12-month period specified by the FMLA begins with the arrival of the child. For medical leave, the fiscal year of July 1 to June 30 is considered to be the 12-month period during which at least 12 workweeks of leave must be granted upon request.

Please see [Section D](#) of this policy guide for a discussion of serious health condition.

At the University of Florida, the leave benefits to which employees have access are frequently more generous than those provided by the FMLA. As a result, when granting appropriate leave in keeping with university policy, departments will likely meet the requirements of the FMLA as a matter of course.

At the University of Florida, employees may use their individually accrued paid leave, be in leave without pay status, maintain reduced work schedules, or be absent from work intermittently while on many forms of extended leaves of absence. As appropriate, all of the above will count against the 12 weeks of an employee's FMLA entitlement. See [Section E](#) of this policy guide for a discussion of reduced work schedules and being absent from work intermittently. (Overtime compensatory leave, when used, may not count against the 12 weeks of an employee's FMLA entitlement.)

C. What types of extended leaves are available?

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The following information explains the leave policies to which employee groups at the University of Florida have access. The following information also incorporates that which is provided by the FMLA as described in [Section B](#).

Upon return from an extended leave, including FMLA leave, an employee will be returned to the same position or a position in the same classification unless the employee and the university have agreed in writing otherwise. FMLA leave will not affect the benefits normally accrued by employees during a leave with or without pay, as appropriate.

USPS employees will, permanent status in the SUS and all A&P employees

USPS employees with permanent status in the SUS and all A&P employees are eligible for **up to six months** of leave for the following. Please remember: **A total entitlement** (not per event) of 12 workweeks in a 12-month period is provided to eligible employee by the FMLA. All of the following types of leave, except military and personal, are FMLA-qualifying. In addition, medical leave granted for family members who do not meet the FMLA's definition of family does not count against an employee's FMLA entitlement.

- Medical leave, self (serious personal health condition)

The FMLA guarantees up to 12 workweeks in such instances; however, the University of Florida's policy goes beyond this federal mandate and allows, **pending supervisory approval**, up to six months of such leave to eligible employees, which may be extended up to one year for extenuating circumstances. See [Section D](#) of this policy guide for a discussion of serious health condition.

- Medical leave, family (serious family health condition)

While the FMLA requires up to 12 workweeks of leave when an employee needs to care for his or her **parent, spouse or child** with a serious health condition, the University of Florida's policy allows, **pending supervisory approval**, up to six months of such leave and also may provide leave, **again with supervisory approval**, in instances where family members who do not meet the FMLA's strict definition of family have a serious health condition. In these instances, the university's definition for "immediate family" would be the great-grandparents, grandparents, parents, brothers, sisters, children, and grandchildren of the employee and his/her spouse. Please note: Leave granted for family members who do not meet the FMLA's definition of family does not count against an employee's FMLA entitlement. See [Section D](#) of this policy guide for a discussion of serious health condition.

- Parental (the birth of a biological child or placement of the child pending adoption)

Here too, the University of Florida's policy goes beyond the federal FMLA mandate of 12 workweeks and provides up to six months of such leave to eligible employees which **shall** be granted upon request.

IN ADDITION:

These employees are entitled to take up to 12 workweeks of leave for foster-care purposes (FMLA).

They may be eligible for up to 12 months of leave without pay for personal reasons/ **pending supervisory approval**.

Military leave also is available to these employees, so long as they are not on temporary appointments, which must be granted upon request.

Employees in law enforcement classes who serve 12-month probationary periods are eligible for the leave benefits described above after completing six months of satisfactory on-the-job service.

Probationary USPS employees

Probationary USPS employees (new hires) are entitled to **up to 12 workweeks of leave** for the following. Please remember: **A total entitlement** (not per event) of 12 workweeks in a 12-month period is provided to eligible employees by the FMLA. All of the following types of leave, except military, are FMLA qualifying. In addition, medical leave granted for family members who do not meet the FMLA's definition of family does not count against an employee's FMLA entitlement.

- Medical leave, self (serious personal health condition)

See [Section D](#) of this policy guide for a discussion of serious health condition.

- Medical leave, family (serious family health condition)

While the FMLA provides up to 12 workweeks of leave when an employee needs to care for his or her **parent, spouse, or child** with a serious health condition, the University Florida's policy allows probationary USPS employees, **pending supervisory approval**, to use such leave in instances where family members who do not meet this strict definition have a serious health condition. In these instances, the university's definition for "immediate family" would be defined as the great-grandparents, grandparents, parents, brothers, sisters, children, and grandchildren of the employee and his/her spouse. Please note: Leave granted for family members who do not meet the FMLA's definition of family does not count against an employee's FMLA entitlement. See [Section](#)

[D](#) of this policy guide for a discussion of serious health condition.

- Foster-care purposes

IN ADDITION:

University of Florida policy **requires** that up to six months of leave be granted upon request to all USPS employees for the birth of a biological child or placement of the child pending adoption (parental). The University of Florida's policy goes beyond the federal FMLA mandate of 12 workweeks that must be granted when this event occurs.

Military leave also is available to these employees, so long as they are not on temporary appointments, which must be granted upon request.

A USPS employee with fewer than six months of service who is in non-pay status for more than 15 consecutive workdays (other than in instances of military or FMLA-qualifying leave as described above, including the extended benefit associated with parental leave) is considered to have a break in service and must be dismissed. Depending upon the circumstances surrounding the absence, however, the employee may be considered for reemployment with the university.

Please note: Except in the case of an extended leave for military purposes, time spent on extended leave will not count toward the completion of an employee's probationary period, and the completion date of the probationary period will be advanced based on the amount of time the employee is absent. The employee ultimately must complete his or her probationary period upon return from the extended leave in order to attain permanent status in the appropriate classification.

Employees in law enforcement classes who serve 12-month probationary periods are eligible for the leave benefits provided to USPS employees with permanent status in the State University System after completing six months of satisfactory on-the-job service.

OPS employees

OPS employees who meet certain criteria also are entitled to up to 12 workweeks of leave without pay for the following FMLA-qualifying leaves. Please remember: A total entitlement (not per event) of 12 workweeks in a 12-month period is provided to eligible employees by the FMLA.

- Medical leave, self (serious personal health condition)

See [Section D](#) of this policy guide for a discussion of serious health condition.

- Medical leave, family (serious health condition of the OPS employee's parent spouse or child)

See [Section D](#) of this policy guide for a discussion of serious health condition.

- Foster-care purposes
- Parental (the birth of a biological child or placement of the child pending adoption)

In order for OPS employees to be eligible for such leave, they must have been employed by the university at least 12 months (these need not have been consecutive) and have worked a minimum of 1250 hours during the 12 months immediately preceding the beginning of the leave.

Faculty and other academic appointments

Please contact Academic Personnel at 392-1251 regarding specific leave policies available to faculty members

and other academic appointments.

Please note: Changes to the central leave system currently are being made by Information Systems that ultimately will allow departmental leavekeepers to designate paid and/or unpaid leave as FMLA-qualifying when appropriate. Additional information will be shared as it becomes available.

D. What is a serious health condition?

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In order to be eligible for an extended leave for medical reasons (self or family), an employee must provide documentation from the appropriate health care provider that a serious health condition exists. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one or more of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with or consequent to such inpatient care.
- Continuing treatment by a health care provider, which includes any one or more of the following:

1. A period of incapacity of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves one or more of the following:

Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider.

Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

2. Any period of incapacity due to pregnancy or for prenatal care.
3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (for example asthma, diabetes, epilepsy).
4. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (for example- Alzheimer's, a severe stroke, the terminal stages of disease).
5. Any period of absence to receive multiple treatments either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (for example severe compound bone fracture, a severe concussion).

Under what circumstances may an employee care for a family member with a serious health condition?

Under the provisions of the FMLA, an employee may care for a family member (his or her parent, spouse, or child) with a serious health condition if one or both of the following apply:

- The family member needs assistance for basic medical, hygiene, nutritional needs, safety, or transportation as a result of a serious health condition.
- If the employee's presence would be beneficial or (desirable for the care of the family member with a serious health condition, which may include psychological comfort.

University policy goes beyond that which is required by the FMLA and allows departments to grant such leave in instances where family members who do not meet the FMLA's strict definition of family have a serious health condition-**pending supervisory approval**. In these instances, the definition for "immediate family" would be the great-grandparents, grandparents, parents, brothers, sisters, children, and grandchildren of the employee and his/her spouse. Leave granted for family members who do not meet the FMLA's definition of family, however, does not count against an employee's FMLA entitlement.

Please see Section F of this policy guide for information about the documentation required for all forms of extended leave regardless of whether they are FMLA qualifying-or see "Leave at a Glance, located in the Appendix of this policy guide.

E. What constitutes an extended leave of absence?

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Extended leaves of absence (which include FMLA qualifying leaves of absence) may take a variety of forms. For example, while on an extended leave of absence, an employee may be completely absent from work, maintain a reduced work schedule, or be intermittently absent from work (except military and personal extended leaves of absence which always take the form of a complete absence from work).

Under the FMLA, in the instance of a reduced work schedule or intermittent absence from work, a department may assign the employee to an alternate position that better accommodates the employee's schedule. Such a change will be without a loss of benefits.

A **reduced work schedule** typically is a change in full- to part-time status during a period of extended leave although the employee's FTE is not changed officially. An **intermittent absence from work** is defined as an absence from work for particular blocks of time for example, when an employee will be absent from work one or two days every other week due to a prescribed course of treatment, such as radiation therapy, which may continue for several weeks, several months, or more.

Such work schedules **shall** be approved when it is medically necessary for the employee to care for his or her parent, spouse, or child with a serious health condition or for the employee's own serious health condition as provided by the FMLA. They **may** be approved when the employee is requesting leave to care for a family member who does not fit the FMLA definition but who falls within the broader definition of immediate family." It also **may** be approved for parental or foster-care purposes.

If an employee is completely absent from work while on an extended leave (except during a personal leave of absence), the employee may use any type of paid leave (if applicable) to cover the entire absence, the employee may use paid leave intermittently so that he or she is brought in and out of pay status to assist in fulfilling the employee's financial obligations, or the employee may go completely on leave without pay.

To assist in documenting the use of paid leave intermittently, a revised intermittent leave form (intermittent use of paid leave application) is attached. This form may be used in lieu of the application for leave (half-sheet) by the departmental time- and leavekeeper(s) when certifying an employee for pay as a result of paid leave usage and for making appropriate entries in the central leave system while an employee is on extended leave. Please see the leave documentation checklist in [Section F](#) of this policy guide for assistance.

If the employee works a reduced work schedule or if the employee is absent from work intermittently to fulfill an extended leave request, the employee may use paid leave to compensate for the reduced work schedule or to cover the intermittent absence (not to exceed the employee's regular FTE). In these instances, it may be more appropriate to use the application for leave (half-sheet) depending upon the consistency of scheduling. Again, please see the leave documentation checklist in Section F of this policy guide for assistance.

Regardless, a reduced work schedule, an intermittent absence from work, or a complete absence from work (whether covered by paid and/or unpaid leave) will count against an employee's FMLA 12-week entitlement if the leave meets the criteria and definitions specified in this policy guide.

Typically, when an employee (not OPS) is in pay status for at least one day per month while on extended leave, including FMLA-related leave, the employer contribution for the state insurance program will continue for corresponding pay periods. In the event an employee goes on extended leave without pay for parental, military, and medical purposes, the employer contribution will be provided up to six months.

For additional information about insurance premiums, please call University Benefits at 392-1225.

Employees who participate in the Florida Retirement System will have full-month service credit and prorated contributions made on their behalf during the months they are in pay status. Time spent on extended leaves of absence by USPS employees, regardless of pay status, will count toward higher annual leave accrual.

F. What documentation is needed?

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So that documentation for extended leaves of absence may be filed appropriately, departments should submit documentation related to an extended leave of absence for A&P, USPS, and OPS employee to Employee Development, PO Box 115006, 329 Stadium. Employees are required to provide at least 30 days written notice where possible when the need for FMLA leave is foreseeable.

DOCUMENTATION CHECKLISTS

Leave for Medical (Self, Family), Parental, Foster-Care Purposes

1. Appropriate Personnel Status Change Order
2. Request for Extended Leave

In instances involving foster care, documentation from the official agency coordinating the foster care also may be requested by the employee's supervisor.

3. Medical Certification of Health Condition (Only Needed for Medical Leave)

Medical certification by the employee's health care provider (or the health care provider of his or her family member is required in order for an employee to take leave for his or her serious health condition or for that of a member of his or her family. Please see the attached medical certification of health condition form to be copied as need. This form must be used in conjunction with all extended leaves of absence for medical purposes, including those involving family members who are not covered by the FMLA. This medical documentation also is required if the employee wishes to pursue a reduced work schedule or be absent from work intermittently, as described in [Section E](#) of this policy guide.

Please note: University of Florida policy strongly encourages employees to use their accrued sick leave while on extended medical leave for family or self.

4. One of the Following:

Intermittent Use of Paid Leave Application-Use if employee is completely absent from work for more than 15 consecutive days but is using paid leave for all or part of the time. Also may be appropriate if employee is maintaining a consistent reduced work schedule in combination with paid leave. Do not

submit this form to Employee Development.

Application for Leave-Use application for leave (half-sheet) if employee works inconsistent reduced work schedules in combination with paid leave or when employee maintains normal work schedule but is absent intermittently to fulfill his or her request for extended leave. Do not submit this form to Employee Development.

Personal Leave of Absence Without Pay

1. Appropriate Personnel Status Change Order
2. Request for Extended Leave
(Please Note: Employees may not use paid leave while on an extended personal leave of absence)

Military Leave

1. Appropriate Personnel Status Change Order
2. Request for Extended Leave
3. Intermittent Use of Paid Leave Application (if paid leave is being used)

G. How is the new leave documentation to be used?

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REQUEST FOR EXTENDED LEAVE OF ABSENCE:

When an employee needs access to leave with or without pay for more than 15 consecutive workdays, his or her time away from the office should be covered by and requested via the university's extended leave of absence policy as described in this policy guide. The **request for extended leave of absence** is an agreement between an employee and his or her supervisor as to the nature of the required leave, including associated time frames; it also speaks to the employee's pay status and/or any work schedule that may be appropriate while the employee is on the extended leave, including a reduced work schedule or an intermittent absence from work.

Please see the attached example of a request for extended leave of absence, which **should be available in open stock from Printing and Graphics shortly**. In the meantime, please copy the attached form as needed.

INTERMITTENT USE OF PAID LEAVE APPLICATION:

During an extended leave of absence, any use of paid leave must be documented by the employee's completing either an **intermittent use of paid leave application** OR the revised **application for leave** (half-sheet). In most cases, it will be more convenient for the employee, as well as the employee's (department, to complete the intermittent use of paid leave application. This revised form allows the employee to designate specifically how much annual, sick, compensatory leave, etc., he or she wishes to use each pay period while on an extended leave of absence. Space also is provided to note any paid holidays, including the personal holiday (permanent USPS employees only), that may occur (or be used in the instance of the **personal** holiday) throughout the employee's absence.

Please copy the attached form as needed. This will NOT be provided via open stock.

REVISED APPLICATION FOR LEAVE (HALF-SHEET):

Up to 15 consecutive days of leave with or without pay may be requested using the revised application for leave. The application for leave now asks for an employee's LKL, or leavekeeping location, rather than his or her TKL, or timekeeping location. For most employees, the numbers are the same; however, your department's leavekeeper can assist should there be any questions. This new form also has been revised so that an employee may designate several types of paid leave used per occurrence rather than the previous requirement of having to complete a separate application for leave for each type of paid leave used. **As always** a separate application for leave must be completed **for each occurrence** of leave, and employees should continue to note the appropriate paid leave codes on all

applicable time records. OPS employees only are required to complete the application for leave for FMLA-qualifying events; however, departments may use the application to document other absences by OPS employees if they choose. All absences from work by OPS employees will be leave without pay.

Regardless of the length of absence, if an employee uses annual leave and compensatory leave to cover such absence for personal reasons (not a personal leave of absence without pay), in keeping with the university's annual and compensatory leave policies, then the application for leave (half-sheet) is all the documentation that is required.

Please see the attached example of the revised application for leave which **should be available in open stock from Printing and Graphics shortly**. In the meantime, please continue to use the old application for leave form.

MEDICAL CERTIFICATION OF HEALTH CONDITION:

Please copy the attached form as needed. This will NOT be provided via open stock.

PART II GENERAL LEAVE CHANGES

H. Use of personal sick leave: 48-hour limit for USPS family sick leave has been eliminated

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All pay plans (USPS, A&P, and faculty) may use personal sick leave in reasonable amounts and pending supervisory approval when they must be off from work because of an immediate family members illness or injury. The 48-hour limit per calendar year previously in place for USPS employees has been eliminated.

"Immediate family" is defined as the great-grandparents, grandparents, parents, brothers, sisters, children, and grandchildren of the employee and his/her spouse.

The central leave system has been modified to incorporate this change in policy. In addition, to allow departments greater ability in tracking sick leave use by all employees, leavekeepers now may designate sick leave use by A&P and faculty as "family sick leave" when appropriate.

In instances of a serious health condition of the employee or a member of his or her immediate family, the employee may be eligible for an extended medical leave of absence, including leave provided by the Family and Medical Leave Act, or FMLA. See [Part I](#) of this policy guide for details and limitations.

I. USPS special compensatory leave accrual: Paid leave approved to fulfill FTE only

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Regardless of the amount of paid leave originally approved by a supervisor (and seemingly used by an employee), paid leave may be granted only in the amount necessary to bring an employee to his or her regular FTE, not to exceed the 48-hour workweek. Paid leave includes annual leave, sick leave, some types of administrative leave (see below), and compensatory leave if applicable.

For example, if an employee takes eight hours of annual leave on Friday but subsequently works 36 hours during the remainder of the workweek, then the employee only should be granted four hours of annual leave, rather than the eight

originally approved. (Remember: The University of Florida's workweek runs from Friday through Thursday at 12 midnight.)

Had the employee worked 40 hours during the remainder of the workweek, then the employee's original application for leave would be required to "0" hours. In these circumstances, changes should be made to the employee's time record as well as the application for leave, and the following statement should be written as appropriate in red ink on the application for leave:

"Fewer (or no) leave hours needed-employee at FTE."

The employee and supervisor both should initial the changes made on the application for leave. The original application for leave should be maintained by the department to document that the absence from work was approved. Please see the Appendix for examples of the way in which to reflect a change in the amount of paid leave approved to the amount of paid leave needed to bring the employee to his or her FTE.

As a result of this change in policy, special compensatory leave now only may be earned in conjunction with a paid holiday and with the following forms of administrative leave.

Court Purposes. This leave shall be granted in the event an employee is summoned to jury duty or is subpoenaed as a witness not involving personal litigation (which is to be covered by UF's annual leave provisions), service as a paid expert (which falls under the outside employment provisions of university employment and is to be covered by UF's annual leave provisions), or in the line of duty (which should be counted as time worked).

Military Training. An employee who is a member of the U.S. Armed Forces Reserve, including the National Guard, shall upon presentation of his or her official orders be granted administrative leave during the periods in which the employee is ordered to active or inactive duty for training. Such leave with pay shall not exceed 17 working days in any one federal fiscal year. Only the amount of administrative leave for military training needed to bring the employee to his or her FTE would be used in any given workweek; however, the employee still would be entitled to the full benefit of 17 working days of administrative leave within the federal fiscal year, if needed, including the balance of any partial workdays used previously.

National Guard State Service. An employee who is a member of the Florida National Guard shall be granted administrative leave when ordered to active state service by the Governor. Such leave with pay shall not exceed 30 days at any one time. Only the amount of administrative leave for national guard state service needed to bring the employee to his or her FTE would be used in any given workweek; however, the employee still would be entitled to the full benefit provided, if needed, including the balance of any partial workdays used previously.

Examinations for Military Service. An employee who is ordered to appear for an examination into the military service shall be granted administrative leave with pay for this purpose.

Death in Immediate Family. Up to two regular workdays of administrative leave shall be granted to an employee on the death of any member of the employee's immediate family (see Section H for the definition of "immediate family"). Only the amount of administrative leave needed to bring the employee to his or her FTE would be used in any given workweek; however, the employee still would be entitled to the full benefit of up to two working days of administrative leave, if needed, including the balance of any partial workdays used previously.

Natural Disasters and Other Emergency Conditions. Call Employee Development for information about this form of administrative leave.

Athletic Competition. An employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the U.S. team for athletic competition shall be granted administrative leave for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition not to exceed 30 days in a calendar year. Only the amount of administrative leave needed to bring the employee to his or her FTE would be used in any given workweek; however, the employee still would be entitled to the full benefit provided, if needed, including the balance of any partial workdays used previously.

Disabled Veterans Reexamination or Treatment. An employee who has been rated by the Veterans Administration to have incurred a service-connected disability and has been scheduled by the Veterans Administration to be reexamined or treated for such disability, upon written confirmation of having been scheduled, shall be granted administrative leave not to exceed six days in any calendar year. Only the amount of administrative leave needed to bring the employee to his or her FTE would be used in any given workweek; however, the employee still would be entitled to the full benefit provided, if needed, including the balance of any partial workdays used previously.

Departments are encouraged to adjust their employees' work schedules to avoid any accrual of special compensatory leave when a holiday or one of these types of administrative leave is involved.

In the event a department cannot adjust an employee's work schedule, the employee would be entitled to special compensatory leave for the leave with pay, including hours attributed to a holiday benefit, in excess of the hours in the employee's established workweek. If the employee's classification is considered to be "operational services," please call Employee Development at 392-4626 or your personnel satellite office for assistance.

J. Prior service and leave accrual: Counts immediately upon reemployment

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As of March 16, 1995, USPS employees are entitled to use all previous state service in determining eligibility for higher annual leave accrual rates immediately upon their reemployment with the University of Florida. SUS rules previously required that an employee be reemployed for one year before his or her prior service could count for such purposes.

Please contact Processing and Records at 392-1204 for assistance with prior service verification. Departmental leavekeepers may contact Employee Development at 392-4626 with questions about the way in which to adjust employees' leave balances if higher leave accruals have been missed.

K. New form of administrative leave: Florida Disaster Volunteer Leave now available

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If an employee is a certified disaster service volunteer of the American Red Cross, he or she may be provided administrative leave (USPS) or other paid leave (A&P/ faculty) for up to 15 working days in a fiscal year upon request of the American Red Cross and **with supervisory approval.**

Leave granted for this purpose must be for level II or above disasters that occur within the boundaries of the state of Florida. Certification from the American Red Cross as to the need for the employee's assistance and to the level of the disaster is required in order for this leave to be granted. Approval is made at the departmental level.

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