RULES OF

DEPARTMENT OF EDUCATION

DIVISION OF UNIVERSITIES

UNIVERSITY OF FLORIDA

(Substantial rewording of Rule 6C1-1.201 follows. See Florida Administrative Code for present
text.)
6C1-1.201 University of Florida; Leaves.
(1) The following describes the leaves provided to University of Florida employees.
Also refer to the University of Florida rules 6C1-5.0761 for leave provisions for interns,
residents, and fellows in the College of Medicine and 6C1-6.011 for leave provisions for county
extension employees.
(a) For the purposes of this rule, Executive Service shall denote the members of
Technical, Executive, Administrative, and Managerial Support (TEAMS) who do not hold tenure
or permanent status and who hold the title of Vice President.
(2) Each employee is expected to work the number of hours in the employee's
established workweek unless on approved leave.
(3) The minimum workweek is 40 hours for full-time employees. Holiday pay
(maximum of eight hours) and paid leave are not considered overtime and are paid at the
employee's regular pay rate. Approved leave shall be adjusted to ensure an employee's workweek
will not exceed the employee's full-time-equivalent (FTE) appointment.
(4) Compensatory leave shall consist of the following types and such unused leave
shall be paid as follows:
(a) Overtime compensatory leave is provided in lieu of payment for overtime for non-

exempt University Support Personnel System (USPS) and non-exempt TEAMS employees at the
rate of one and one half times the total hours worked beyond 40 or by crediting the employee
with up to 120 hours of overtime compensatory leave, which is earned at one and one-half hours
for each hour of overtime worked. Overtime compensatory leave is not available to Other
Personnel Services (OPS), Academic Personnel (AP) and exempt TEAMS employees.
1. Overtime shall be paid no later than the end of the following pay period, unless
accrued as overtime compensatory leave.
2. If the employee separates from the University, or accepts another position at the
University with an exempt designation, such leave shall be paid at the employee's regular rate of
pay. An employee who reassigns, promotes, or accepts a demotion to another position in a work
area paid by a different account number will be paid for unused overtime compensatory leave at
the employee's regular rate of pay. If an employee reassigns, promotes, or accepts a demotion to
another position within the same department, cash out is at the department's discretion.
3. Upon reaching 120 hours of overtime compensatory leave, the employee must
either receive cash payment for additional hours of overtime worked or use accrued overtime
compensatory leave credits before receiving further overtime compensation in the form of
compensatory leave.
4. The President or President's designee may elect to pay or require an employee to
use any or all of the employee's accrued overtime compensatory leave at any time. Typically,
with approval from the President or designee, overtime compensatory leave shall be used or
cashed out prior to the end of each fiscal year and/or before any scheduled salary increase.
(b) Regular compensatory leave shall be provided to a USPS exempt employee for
work beyond 40 hours on an hour-for-hour basis. The University will pay for unused regular

compensatory leave with the approval of the President or designee. The President or designee
has the authority to grant approval to an employee to retain regular compensatory leave in excess
of 120 hours for a period not to exceed six (6) months in circumstances involving natural
disasters and other extraordinary situations that last for an extended period of time which would
prevent employees from using their accrued compensatory leave.
1. When a USPS employee moves within the University of Florida from a position
in a class that accrues regular compensatory leave credits to another position which also accrues
regular compensatory leave, any unused regular compensatory leave will be transferred.
2. When a USPS employee moves from an exempt class that accrues regular
compensatory leave to a USPS class that does not accrue regular compensatory leave or accepts
a position in TEAMS, any unused regular compensatory leave will be transferred. In such cases,
the employee must use regular compensatory leave before using annual leave.
3. Regular compensatory leave shall not be transferred to a faculty position. As a
result, each supervisor should make a reasonable effort, whenever practical, to allow an
employee to use regular compensatory leave credits as requested before the employee transfers
to a faculty position.
(c) Special compensatory leave is provided on an hour-for-hour basis to USPS and
non-exempt TEAMS personnel as follows.
1. Special compensatory leave is provided to compensate an employee for a
University of Florida holiday when the employee observed the holiday and worked 40 hours the
week during which the holiday occurred; the holiday falls on the employee's regularly scheduled
day off; or the employee is required to work the holiday.
2. Special compensatory leave is provided to compensate an employee for

administrative leave for jury duty or court appearance provided in paragraphs (14)(a) and (b)
below when the employee worked 40 hours the week during which the jury duty or court
appearance occurred.
3. Special compensatory leave is provided to employees required to perform
essential duties during an emergency closing for the hours worked during the closing.
4. The President or designee has the authority to pay or require an employee to use
any or all of the employee's accrued special compensatory leave at any time in order to provide
for the efficient management of the unit, to conserve funds, or to provide savings to the
University. If the employee separates, the employee shall be paid for all unused special
compensatory leave at the employee's regular rate of pay. An employee who reassigns,
promotes, or accepts a demotion to another position in a work area paid by a different account
number will be paid for all unused special compensatory leave at the employee's regular rate of
pay. If an employee reassigns, promotes, or accepts a demotion to another position within the
same department, cash out is at the department's discretion based on budget considerations.
With approval from the President or designee, special compensatory leave shall be used or
cashed out prior to the end of each fiscal year and/or before any scheduled salary increase.
5. An employee who is unable to work due to a compensable workers' compensation
injury and is receiving salary indemnification benefits shall not be eligible for special
compensatory leave.
(5) An employee shall be paid proportionate to the full-time equivalent (FTE) in pay
status for all holidays designated for University employees.
(6) Leave shall be accrued while in pay status and shall be credited on the last day of
that pay period or, in the case of separation, on the last day the employee is on the payroll.

(7) During approved unpaid leave for parental, foster care, medical, or military
reasons, an employee may use accrued leave to continue the contributions to State benefits and
other expenses.
(8) Unless agreed otherwise, an employee shall be employed in the same or similar
status upon completion of the approved leave period. While on paid leave, an employee may not
be employed elsewhere unless the requirements for outside activity and extra compensation have
been met.
(9) Sick leave accrual for full-time employees shall be as follows with proportionate
accrual for less than full-time.
Hours Accrued During
Pay Period
Monthly Biweekly
<u>Faculty</u> 8.667 4
TEAMS (except for 8.667 4
Executive Service)
Executive Service 10.833 5
<u>USPS</u> 8.667 4
(a) Sick leave shall be accrued before use unless available through a sick leave pool.
There is no maximum on the amount of sick leave that can be accrued. Sick leave accrued prior
to October 1, 1973, shall be used prior to any sick leave accrued after that date.
(b) Sick leave is authorized for the following purposes:
1. The employee's personal illness, injury, exposure to a contagious disease, a
disability where the employee is unable to perform assigned duties, or appointments with health

care providers.

- 2. The illness, injury, appointments with health care providers, or death of a member of the employee's family.
- (c) Notice of absence due to illness, injury, disability, or exposure to a contagious disease, shall be given on the first day of absence.
- (d) Upon separation, an employee with 10 or more years of service shall be paid for one-eighth of all unused sick leave accrued prior to October 1, 1973, and for one-fourth of unused sick leave up to a total of 480 hours accrued after October 1, 1973. Upon reemployment by the University within 100 days or upon recall by the University within 365 days, all unpaid sick leave shall be restored and any sick leave paid at time of separation shall be restored upon repayment. An employee with less than 10 years of service shall not be paid for any unused sick leave and such leave shall be forfeited unless reemployed by the University within 100 days or recalled by the University within 365 days.
- (10) Annual leave for full-time employees shall be as follows with proportionate accrual for less than full-time. An academic year (39 weeks) employee, a Developmental Research School employee, and an employee appointed for less than 9 months shall not accrue annual leave. Postdoctoral Associates shall not accrue annual leave. Hours of accrual for USPS are based on years of creditable service, and such service shall be awarded as one month of service credit for each calendar month that the employee is on the salaried (non-OPS) payroll of the University of Florida, on the salaried (non-OPS) payroll of a State agency prior to January 6, 2003, on the salaried (non-OPS) payroll of these institutions while on authorized unpaid leave during the indicated time periods.

	Biweekly Pay Period	Maximum	Payment
Faculty (except for	6.769	352	352
Postdoctoral Associa	tes)		
TEAMS (except for	6.769	352	352
Executive Service)			
Executive Service	9.195	480	480
USPS (Months of Service)			
060	4	240	240
61 to 120	5	240	240
Over 120 months	6	240	240
(a) Annual leave	shall be accrued prior to us	se unless annual l	eave is advanced by the
President or designee.			
(b) Employees m	ay accrue annual leave in e	excess of the year	end maximum during a
calendar year. Employees wi	th accrued annual leave in	excess of the yea	r end maximum as of
December 31, shall have any	excess converted to post (October 1, 1973 si	ick leave on an hour-for-
hour basis on January 1 of ea	ch year. The President or	designee is author	orized to grant approval
to an employee to retain ann	ual leave in excess of the y	ear end maximum	n in circumstances
involving natural disasters an	nd other extraordinary situa	ations lasting for a	an extended period of
time that prevented the empl	oyee from using annual lea	ave.	
(c) An employee	who separates from emplo	yment shall be pa	aid for all unused annual

Hours Accrued During

Yearend

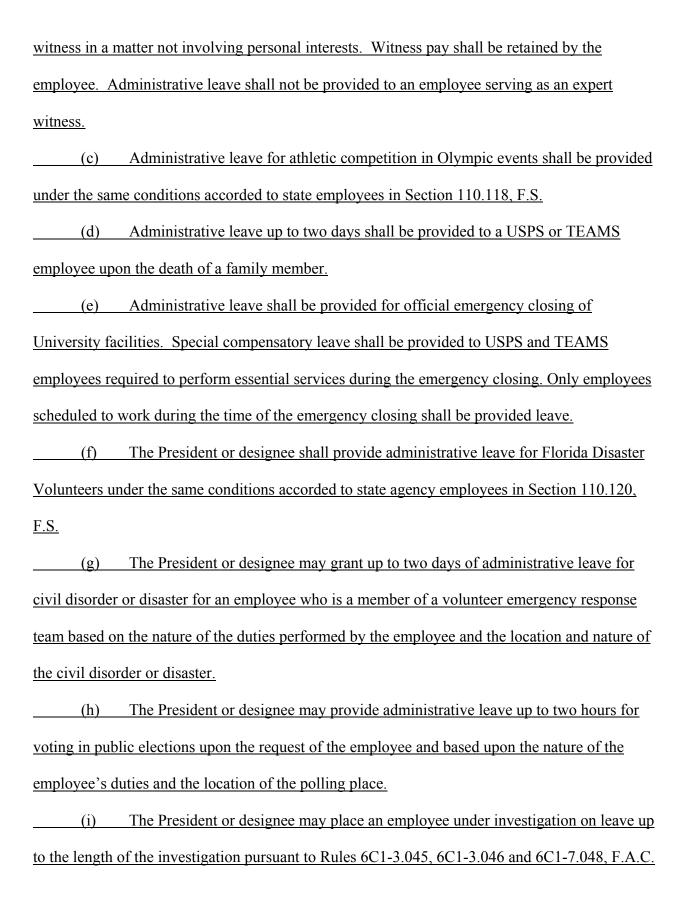
Maximum

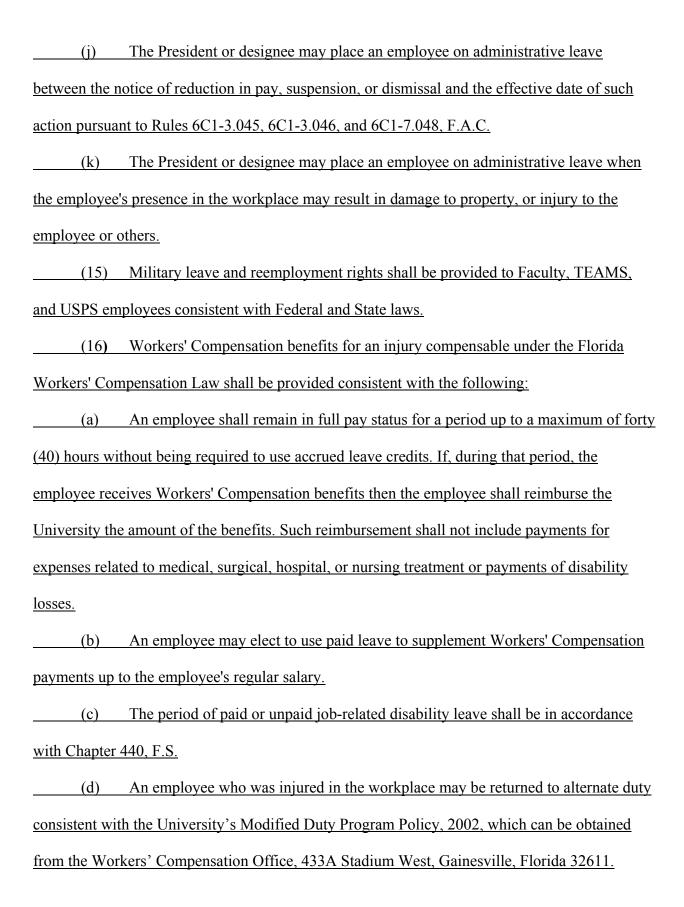
leave hours up to the year end maximum allowed for the pay plan. Upon reemployment by the

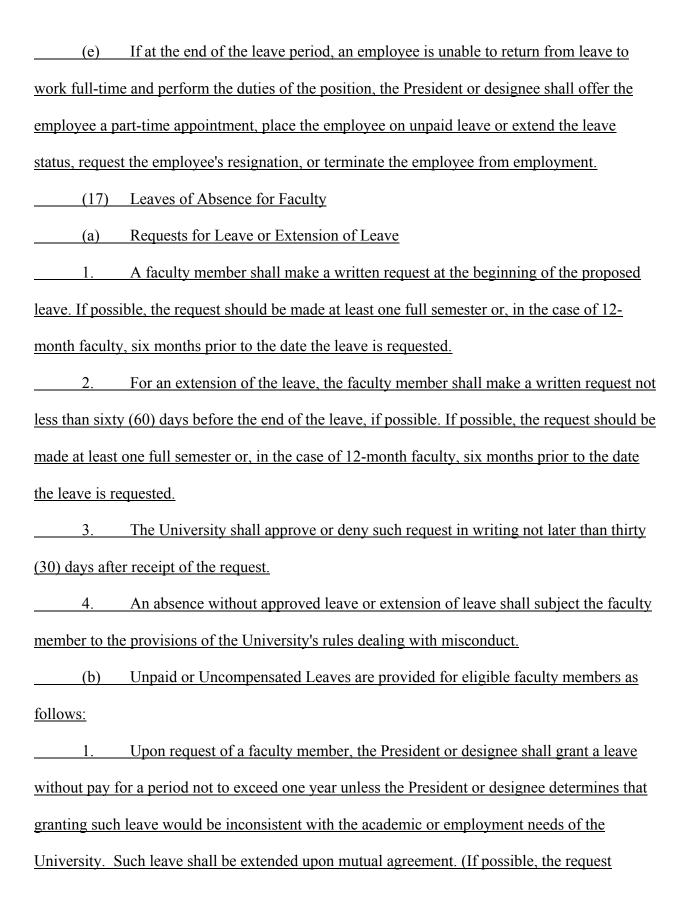
University within 100 days or upon recall by the University within 365 days, all unpaid annual

leave shall be restored and any annual leave paid at time of separation shall be restored upon
repayment. Upon entering into the Deferred Retirement Optional Program (DROP), employees
may elect to be paid up to the year end maximum of their unused annual leave.
(d) Upon transfer from an annual leave-accruing position to a non leave-accruing
position, the employee shall be paid for unused annual leave, unless the employee elects to retain
all unused annual leave, for up to two years.
(e) Upon reasonable notice, an employee shall be required to use any part of his or
her accrued annual leave at any time deemed advisable by the President or designee based on the
effective functioning of the unit, the efficient use of available personnel, and budget.
(11) Compulsory medical leave provisions shall be consistent with the following.
(a) Medical certification by a health care provider designated or approved by the
President or designee shall be required.
(b) Notice shall be provided to the employee identifying duration of the leave, the
conditions for return to the position, and whether such leave shall count toward FMLA
entitlements.
(c) The employee is allowed to use paid leave during compulsory leave to continue
the contributions to benefits and other expenses.
(d) Unless agreed otherwise, an employee shall be employed in the same or similar
status upon completion of the approved leave period and upon receipt of a current medical
certification that the employee is able to perform assigned duties.
(e) Employees who fail to meet the conditions of the compulsory leave or who fail to
obtain medical certification and are unable to perform duties shall be offered part-time
employment, placed on unpaid leave or have such leave extended, requested to resign, or be

dismissed for inability to perform the duties of the position.
(12) Employees are provided with twelve workweeks of Family and Medical Leave
within a 12-month period in compliance with the Family and Medical Leave Act (FMLA) of
1993 (Public Law 103-3) and the Final Regulations of the Family and Medical Leave Act of
1993(29 CFR Part 825). The twelve (12) workweeks in a twelve (12) month period begin on the
first day of the FMLA leave and end one year from the first day of FMLA leave. All employees
are eligible including OPS employees who have worked at least 12 months (These need not have
been consecutive.) and who have worked at least 1250 hours in the 12-months prior to the leave.
Faculty, TEAMS, and USPS employees may use paid leave for an FMLA event, and such shall
be counted toward the entitlement.
(13) Employees shall be provided with up to six months unpaid parental leave during
which time the employee may use paid leave when the employee becomes a biological or
adoptive parent. Parental leave shall begin two weeks prior to the expected date of the child's
arrival unless otherwise mutually agreed to by the President or designee and the employee.
(14) Employees provided paid administrative leave shall not exceed 40 hours during
the workweek. Administrative leave is not accrued.
(a) Administrative leave for jury duty shall not exceed the number of hours in the
employee's normal workday. If jury duty does not require absence for the entire workday, the
employee shall return to work immediately upon release by the court. If the jury duty does not
coincide with the regular work schedule, the employee shall be granted administrative leave
based on the total hours served on jury duty and such leave shall be granted on the next
scheduled work shift. Any jury pay shall be retained by the employee.
(b) Administrative leave shall be provided to an employee summoned as a fact

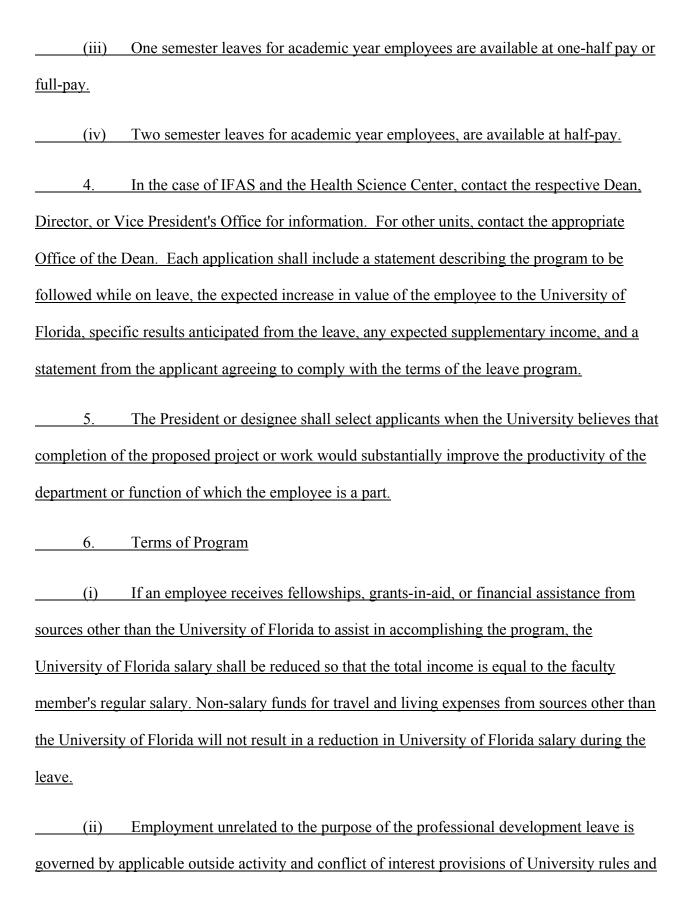






should be made at least one semester or its equivalent prior to the beginning of the academic
term or date the leave is requested.)
2. Upon return, the salary of the faculty member shall be adjusted to reflect all non-
discretionary increases distributed during the period of leave.
3. Retirement credit for such periods of leave without pay shall be governed by the
rules and regulations of the Division of Retirement and the provisions of Florida Statutes,
Chapter 121.
4. While on leave without pay, the faculty member shall retain accumulated sick
leave and annual leave, but shall not earn sick leave or annual leave nor be entitled to holiday
pay.
5. While on approved leave without pay, a faculty member may use accrued leave
with pay for parental, foster-care, medical, or military reasons. The use of this leave may be in
the amount necessary to cover the faculty member's contribution to the state insurance programs
and for other expenses.
(c) Paid or Compensated Leaves are provided for eligible faculty members as
follows:
1. Faculty members shall accrue normal leave credits while on compensated leave o
while participating in the professional development leaves program. If a faculty member is on
compensated leave in less than full pay status for other than professional development programs.
the faculty member shall accrue leave in proportion to the pay status. During the professional
development leave, a person is considered to be in regular employment status in accordance with
the established and assigned FTE even though on reduced pay.
2. No faculty member on compensated leave may be employed simultaneously by

another employer unless the faculty member complies with state and University requirements for	<u>r</u>
extra compensation, outside employment/activities, and conflict of interest.	
(d) A Developmental Research School faculty member shall be granted three days	
(non-cumulative) of leave per year for emergencies or for other personal reasons. One day shall	
be leave with pay and two days shall be taken from sick leave. Except in case of emergency, the	<u>}</u>
faculty member shall provide at least two days notice of the intended leave. Such leave shall not	<u>t</u>
be used on the day immediately preceding or following a holiday. These faculty members shall	
not be required to give reasons for personal leave except that the leave is for personal reasons.	
(e) Professional development leave provides eligible faculty with the opportunity to	
take a period of time for professional renewal, planned travel, study, formal education, research,	
writing, employee development, certification, or other experience of professional value, but not	
as a reward for service.	
1. These leaves are available for faculty after six years of continuous full-time	
University of Florida service.	
2. In the case of faculty on a contract or grant, the terms of the employment must be	<u>:</u>
consistent with the terms of the contract or grant.	
3. Specific leave programs for eligible employees include:	
(i) One semester leaves or six month leaves for twelve-month employees are	
available at one-half pay or full-pay.	
(ii) Two semester leaves or twelve month leaves for twelve-month employees are	
available at one-half pay.	



state law. Contributions made by the University of Florida to the retirement and Social Security programs shall be continued on a basis proportional to the University of Florida salary received during the professional development leave. University contributions made to the employee insurance programs and other employee benefits shall be continued during the leave. Twelve-month employees shall continue to accrue annual and sick leave on a fulltime basis during the professional development leave. Nine-month employees shall continue to accrue sick leave on a full-time basis during the professional development leave. If accepting the leave, the employee must agree to return to the University of Florida for at least one academic or calendar year (depending on the employee's appointment) following participation in the program. If the employee does not fulfill that agreement, or does not participate in the program as stated in the proposal, the employee shall reimburse the University of Florida the amount of salary received from the University of Florida during the professional development leave. (vii) Upon returning to the University of Florida, the employee shall submit to the chair or supervisor, with a copy to the dean or director, a written report of the employee's accomplishments during the leave. This report shall include information regarding the activities undertaken during the leave, the results accomplished during the leave as they affect the

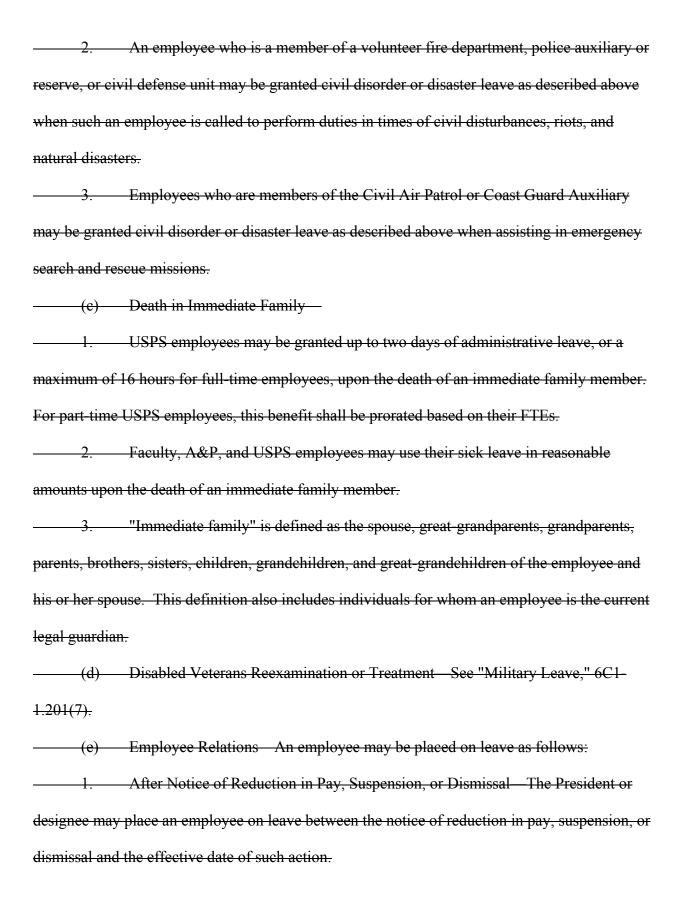
employee and the University of Florida and the research or other scholarly works produced or

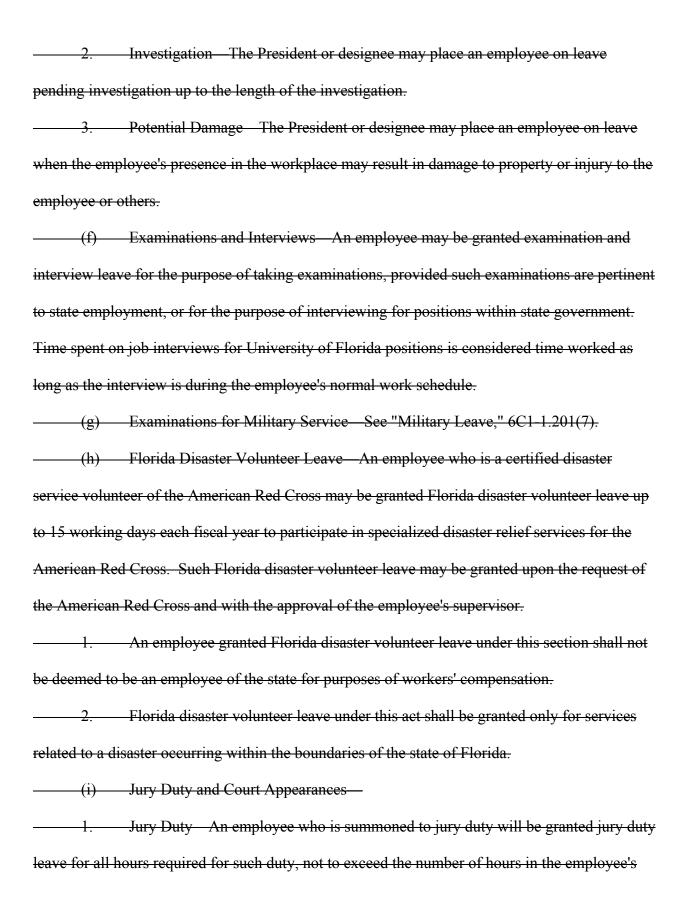
expected to be produced as a result of the leave.

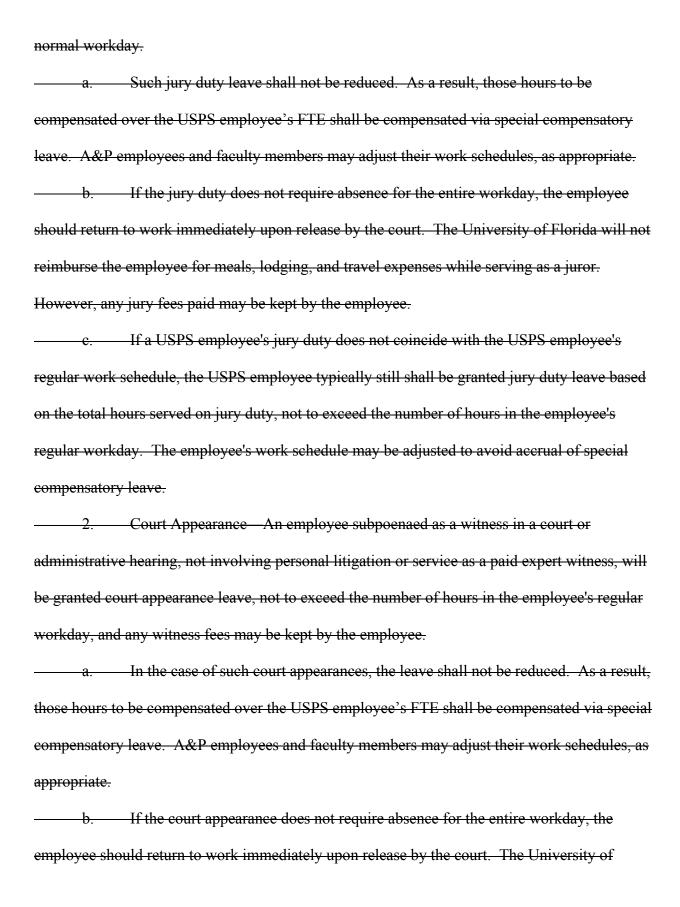
(viii)_	Employees shall not be eligible again for a full-pay sabbatical in this program
until six years	s of full-time service have been completed following prior participation.
(18)	The President or designee has authority to provide an employee with leave
without pay w	when such leave is in furtherance of the mission of the University.
(19)	Personal Leave Days for TEAMS Employees and Faculty.
(a)	TEAMS employees and faculty earn four personal leave days in proportion to
their FTEs pe	r fiscal year in addition to the University of Florida holidays.
(b)	Such personal leave days shall be credited to eligible employees on December 1
of each year	
(c)	Personal leave days must be taken in full-day increments (that is, as an 8-hour day
for full-time e	employees, as a 4-hour day for .50 FTE employees) on workdays between the dates
December 26	and December 31, inclusive.
(d)	Essential personnel who are required to work between December 26 and
December 31	shall have their schedules adjusted to provide equivalent paid leave time within the
current fiscal	<u>year.</u>
<u>(e)</u>	Cash payment is not provided for unused personal leave days. Any unused
personal leave	e days expire at the end of each fiscal year.

The following describes the leaves provided to University of Florida employees. Also refer to the University of Florida rules 6C1-5.0761 for leave provisions for interns, residents, and fellows in the College of Medicine and 6C1-6.011 for leave provisions for county extension faculty members. Paid leave counts as hours of pay but does not count as hours of work for

overtime purposes.
(1) Administrative Leaves or Leaves Not Affecting Accrued Leave Balances—An
employee may be granted leaves not affecting accrued leave balances for the following. Paid
leave, except administrative leave for jury duty, court appearance, and official emergency
closings, may be used only in the amount necessary to bring a USPS employee to his or her
regular FTE, not to exceed the number of hours in the employee's normal workweek.
(a) Athletic Competition—Any employee of the state who qualifies as a member of
the United States team for athletic competition on the world, Pan American, or Olympic level in
a sport contested in either Pan American or Olympic competition shall be granted athletic
competition leave for the purpose of preparing for and engaging in the competition.
1. In no case shall the athletic competition leave exceed the period of the official
training camp and competition combined or 30 calendar days in a calendar year, whichever is
less.
2. The term "United States team" includes any group leader, coach, official, or
athlete who is a member of the United States official delegation for athletic competition to world,
Pan American, or Olympic competition.
(b) Civil Disorder or Disaster An employee who is a member of a volunteer
emergency response team may be granted up to two days of civil disorder or disaster leave on
any one occasion by the President, in proportion to the employee's FTE, for civil disorder or
disaster.
1. A volunteer emergency response team is defined as members of the Salvation
Army, Southern Baptist Relief Organization, Catholic Charities, or American Radio Relay
League (HAM operator).

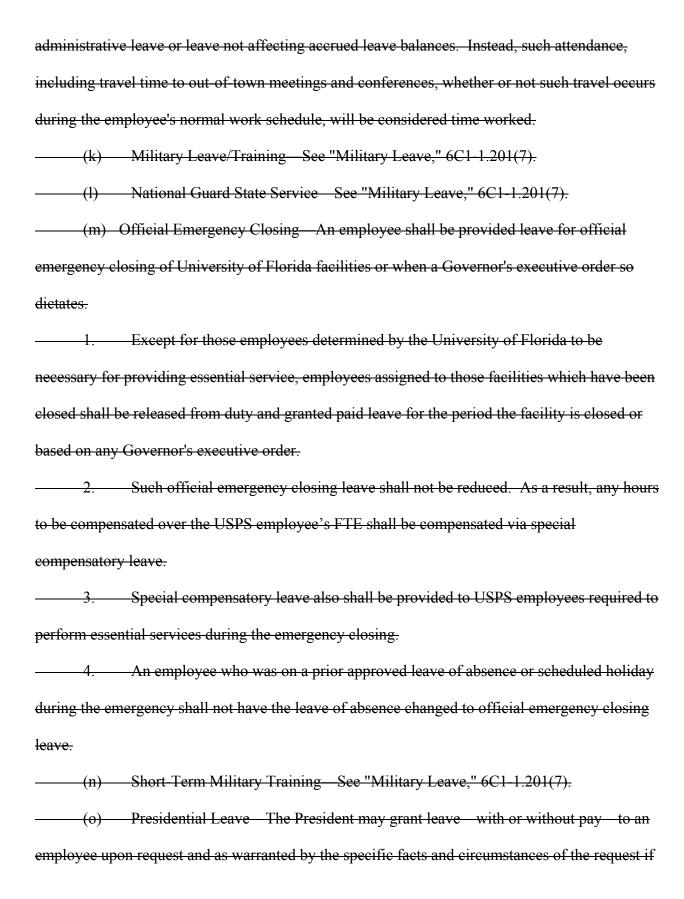






Florida will not reimburse the employee for meals, lodging, and travel expenses. However, any witness fees paid may be kept by the employee.

- employee's regular work schedule, the USPS employee typically still shall be granted administrative leave based on the total hours served as a court witness, not to exceed the number of hours in the employee's regular workday. The employee's work schedule may be adjusted to avoid accrual of special compensatory leave.
- 3. University Employee Appearance—An employee subpoenaed in the line of duty to represent the University of Florida, the SUS, or a state of Florida agency as a witness or defendant will have his or her appearance considered part of the employee's job assignment and, thus, time worked. The employee shall be paid per diem and travel expenses but shall not keep any fees received from the court. Such fees must be returned to the University of Florida.
- 4. Personal Litigation/Paid Expert Witness—An employee who is engaged in personal litigation or service as a paid expert witness shall not be granted administrative leave or leave not affecting accrued leave balances for court attendance. However, that employee may request to use annual leave or unpaid leave. If in a non-annual leave accruing position, the employee also may request to arrange the appearance during non-scheduled working hours and/or seek an adjustment of his or her duties and responsibilities with the chair/supervisor. Employees who serve as paid expert witnesses must comply with the state and University of Florida's policy and rules on extra state compensation, outside employment/activities, and conflict of interest.
- (j) Meetings and Conferences An employee who is required as a result of
 University of Florida employment to attend a meeting or conference will not be granted



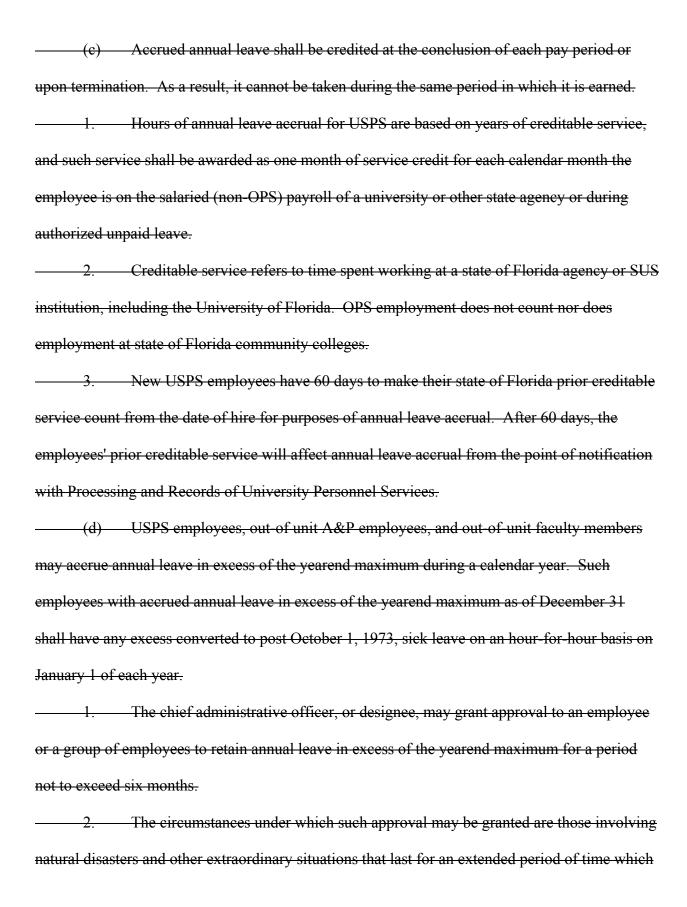
also deemed by the President to be in the best interests of the University of Florida.
(p) Voting—Normally, employees should vote during non-work hours. In emergency
situations, however, one or two hours of leave may be granted for voting provided the employee
has obtained approval from his or her immediate supervisor.
(2) Annual Leave Annual leave shall be accrued by employees on 12-month
appointments and shall be administered consistent with provisions of 6C-5.920(10), Florida
Administrative Code, and the following:

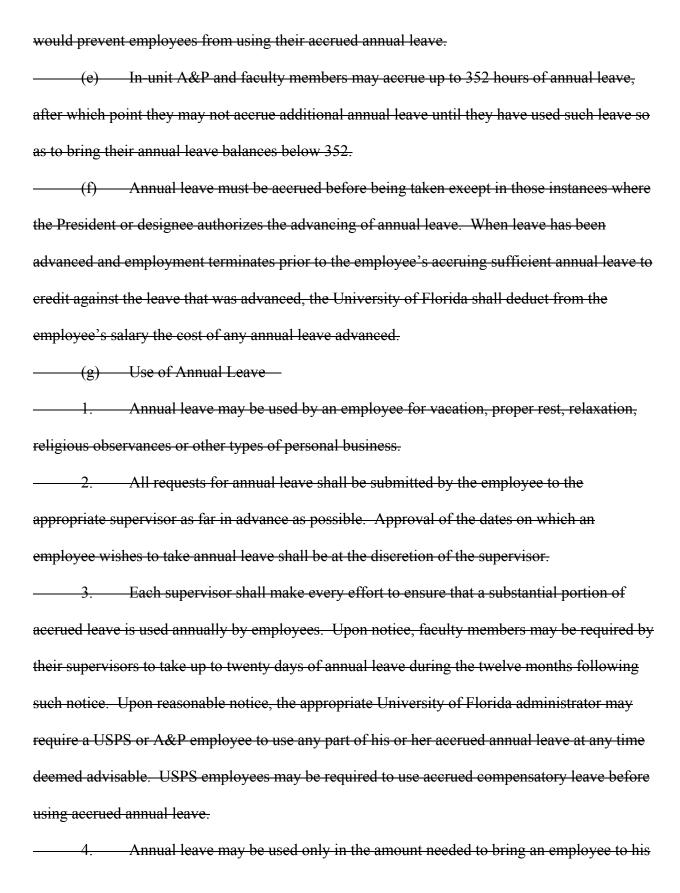
(a)

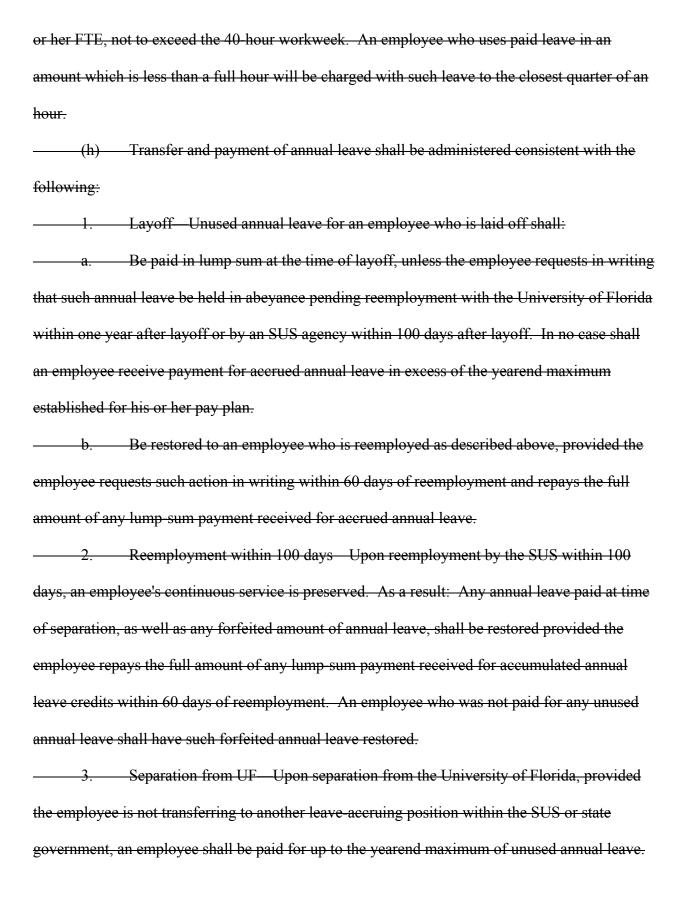
Pay Plan	Hours	Yearend	Maximum	Maximum
	Accrued	Maximum	Transferable	Payment
	During			
	Biweekly Pay			
	Period			
Out of Unit	6.769	352	352	352
Faculty and				
A&P				
In Unit Faculty	6.769	352	352	352
and A&P				
Executive	9.195	480	480	480
Service				
USPS (Months				
of Service)				
0-6 Months	4	240	240	θ

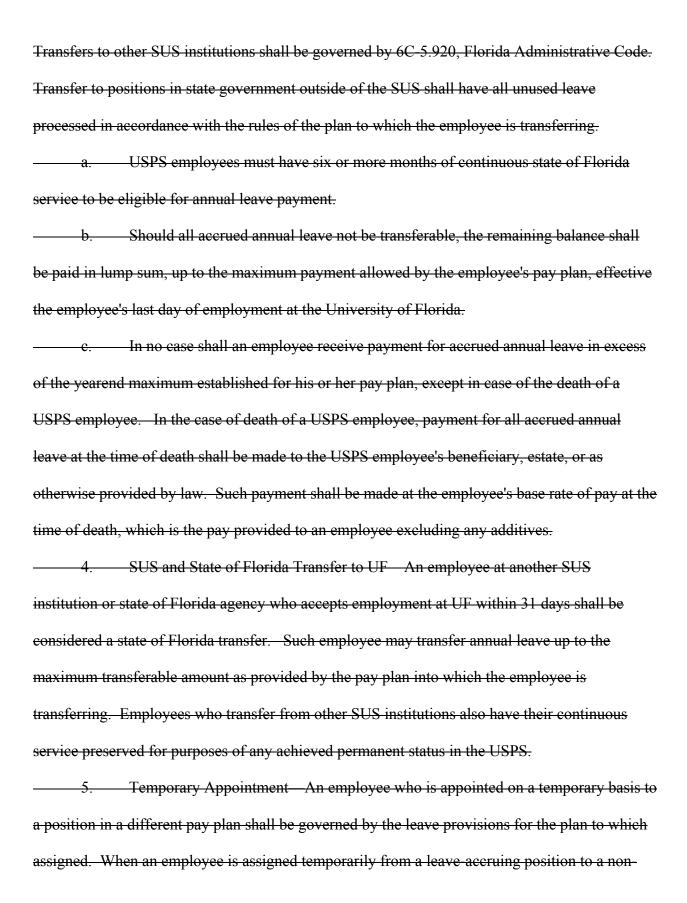
7-60 Months	4	240	240	240 (after six
				months of
				continuous
				state of
				Florida
				employment)
61-120 Months	5	240	240	240 (after six
				months of
				continuous
				state of
				Florida
				employment)
Over 120	6	240	240	240 (after six
Months				months of
				continuous
				state of
				Florida
				employment)

- (b) Full- and part-time twelve-month employees accrue annual leave in proportion to the amount of time they are in pay status, not to exceed the full-time accrual rate (based on an 80-hour pay period) described above.
- 1. Academic year (39-week) employees, Development Research School employees, and OPS employees shall not accrue annual leave.
- 2. Faculty with the "visiting" modifier shall not be eligible to use accrued annual leave until after completing twelve months of employment with the University of Florida.









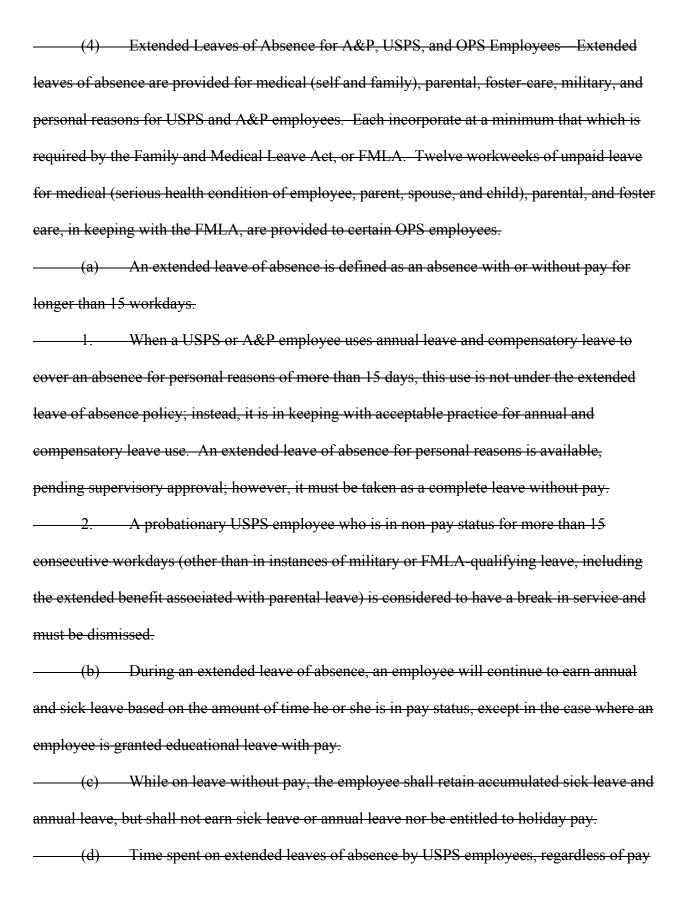
leave accruing position, unused annual leave shall be retained during the temporary period for use upon return to a leave-accruing position. Upon completion of the temporary assignment, leave earned while in the temporary assignment will be governed by the leave provisions of the position and pay plan to which the employee returns. 6. Transfer from Accruing to Non Leave-Accruing Position When an employee transfers from an annual leave-accruing position to a non leave-accruing position, the employee shall be paid for unused annual leave up to the maximum allowed by his or her pay plan, unless the employee elects in writing to retain all unused annual leave for up to two years. When an employee is assigned temporarily from a leave-accruing position to a non-leave accruing position, unused annual leave shall be retained during the temporary period for use upon return to a leave-accruing position. 7. Transfer to UF from Community College—Governmental entity, for purposes of annual leave transfer into USPS and A&P positions, shall be defined as community colleges in the State of Florida. Cashing out of annual leave shall not preclude an employee's transferring sick leave as long as this is not in conflict with the previous employer's policies regarding the transfer or payment of paid leave. a. An individual who resigns from a community college within Florida and is employed in the USPS within 31 calendar days may transfer up to 240 hours of accrued unused annual leave. Such leaves shall be transferred as follows: 40 hours upon date of hire and 40 hours upon the completion of each succeeding year. b. Accrued annual leave from a state of Florida community college shall transfer for

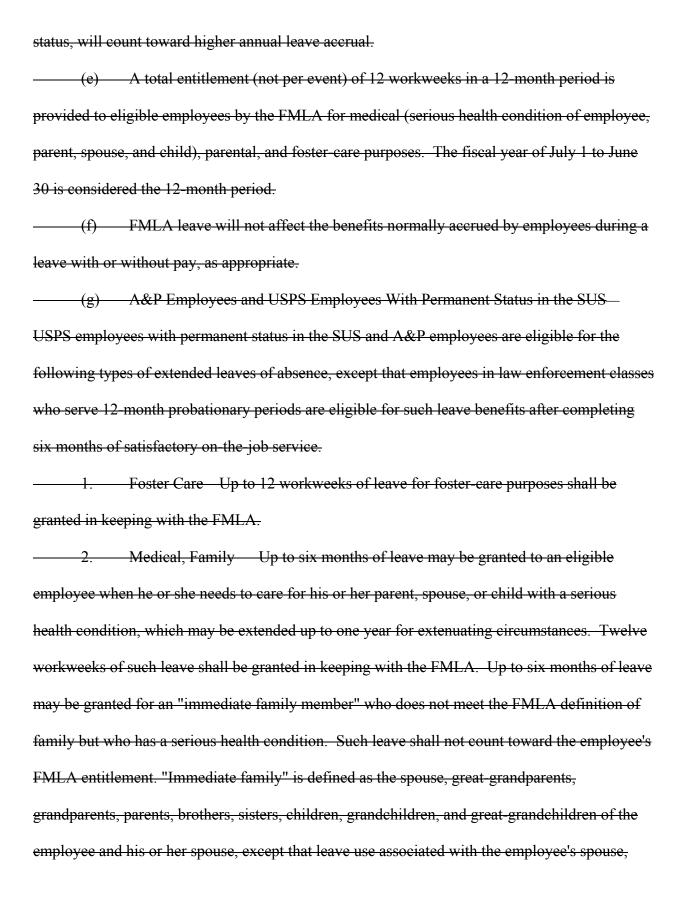
(3) Compulsory Medical Leave — Compulsory medical leave for USPS and A&P

A&P employees as provided by reciprocal agreement with the community college.

employees s	hall be administered consistent with the provisions of 6C-5.920(11), Florida
Administrati	ve Code. Compulsory medical leave for faculty shall be consistent with the
following:	
——————————————————————————————————————	If a faculty member is unable to perform assigned duties due to illness, medical
condition, or	rinjury, the President or designee may require the faculty member to submit to a
medical exa	mination by a health care provider chosen and paid by the employer or by a health
care provide	r chosen and paid by the faculty member, who is acceptable to the President or
designee and	I to execute an authorization for release of the medical certification(s) during the
leave period	, if appropriate:
(b)	Medical certification should include the following:
1.	The date on which the serious health condition began;
2.	The probable duration of the condition;
3.	The appropriate medical facts;
4.	A brief statement of the regimen or treatment, including estimated number of
visits, nature	e, and frequency;
5.	Duration of treatment including treatment by another provider on referral by or
order of the	health care provider;
6.	Whether in-patient hospitalization is required; and
7.	Whether such leave shall count toward the employee's FMLA entitlement.
(e)	If the medical examination confirms that the faculty member is unable to perform
assigned dut	ies, the President or designee shall place the faculty member on compulsory medical
leave.	
(d)	During the course of the leave, the faculty member shall authorize the physician

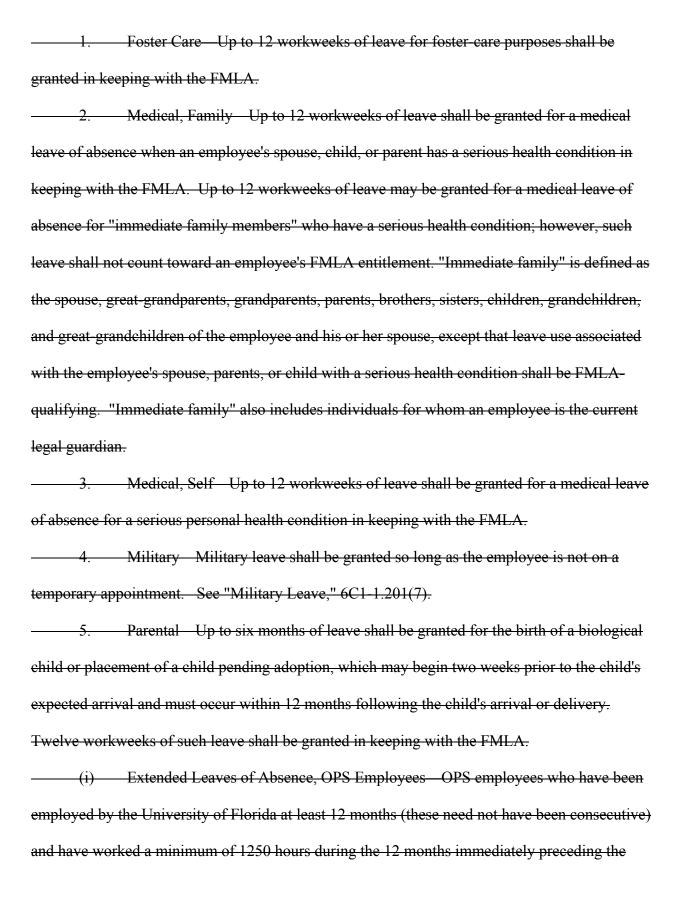
to report to the University of Florida to ensure that the conditions of the leave are being met and
to review the conditions and terms of the leave before the employee returns to full-time
employment.
(e) The notification to the faculty member regarding the leave period shall be in
writing and shall include the duration of the compulsory leave period and the conditions under
which the employee may return to work. These conditions may include the successful
completion of, or participation in, a program of rehabilitation or treatment and follow-up medical
certification(s) by the health care provider, as appropriate.
(f) The compulsory leave period may be leave with pay, leave without pay, or a
combination using the faculty member's accrued leave with leave without pay.
(g) If the faculty member fulfills the terms and conditions of the compulsory leave
and receives a current medical certification that he or she is able to perform assigned duties, the
President or designee shall return the faculty member to previous classification or duties, if
possible, or to similar status or equivalent duties.
(h) Compulsory leave with or without pay for a faculty member shall be for a period
not to exceed the duration of the disability or one year, whichever is less.
(i) If the faculty member fails to fulfill the terms and conditions of the compulsory
leave and/or is unable to return to work and perform assigned duties at the end of a compulsory
leave period, the President or designee may, based upon the University of Florida's needs:
1. Offer the faculty member part-time employment,
2. Place the faculty member in leave without pay status or extend such status,
3. Request the faculty member's resignation, or
4. Release the faculty member from employment.

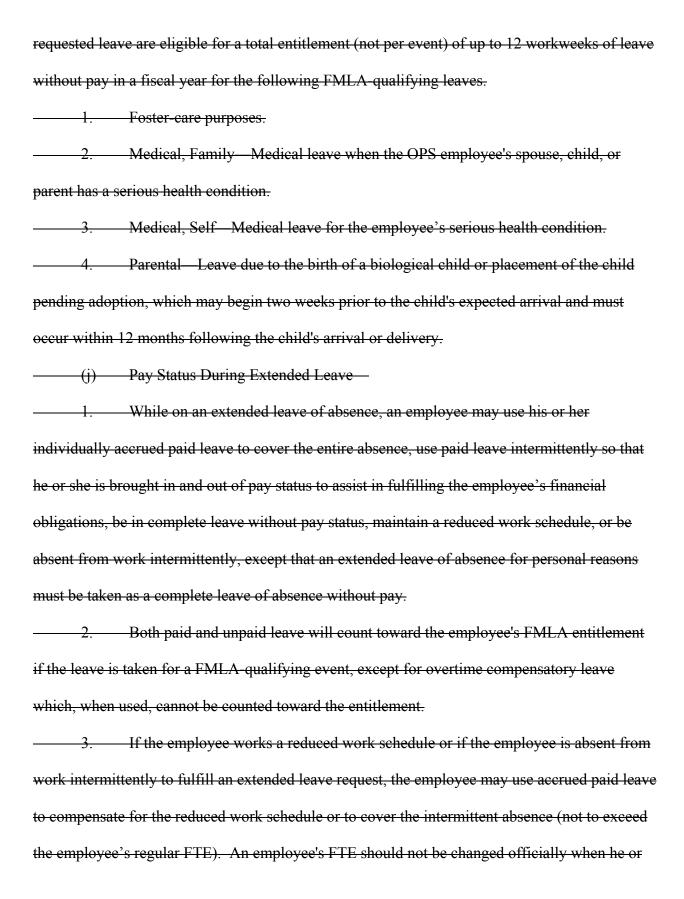




also includes individuals for whom an employee is the current legal guardian. Family medical leave also may be extended beyond one year on approval by the appropriate University of Florida vice president. 3. Medical, Self—Up to six months of medical leave may be granted to an eligible employee for his or her serious personal health condition, which may be extended up to one year for extenuating circumstances. Twelve workweeks of such leave shall be granted in keeping with the FMLA. In the event an employee's medical condition does not meet the FMLA's definition of "serious," he or she still may be granted an extended leave of absence for medical reasons; however, this leave shall not count toward his or her FMLA entitlement. Medical leave may be extended beyond one year on approval by the appropriate University of Florida vice president. 4. Military Military leave shall be granted upon request so long as the employee is not on a temporary appointment. See "Military Leave," 6C1-1.201(7). 5. Parental Up to six months of leave shall be granted upon request for the birth of a biological child or placement of the child pending adoption, which may begin two weeks prior to the child's expected arrival and must occur within 12 months following the child's arrival or delivery. Twelve workweeks of such leave shall be granted in keeping with the FMLA. Personal—Up to 12 months of leave without pay may be granted for personal reasons. Such leave may be extended beyond one year on approval by the appropriate University of Florida vice president. (h) Extended Leaves of Absence, Probationary USPS Employees (new hires) Probationary USPS employees are eligible for the following types of extended leaves of absence.

parents, or child with a serious health condition shall be FMLA-qualifying. "Immediate family"



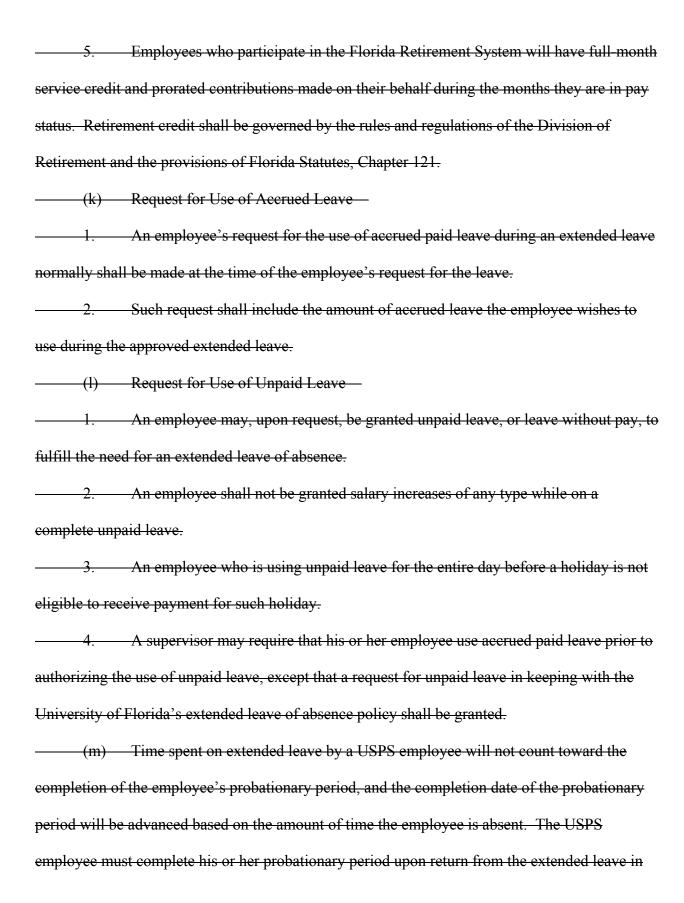


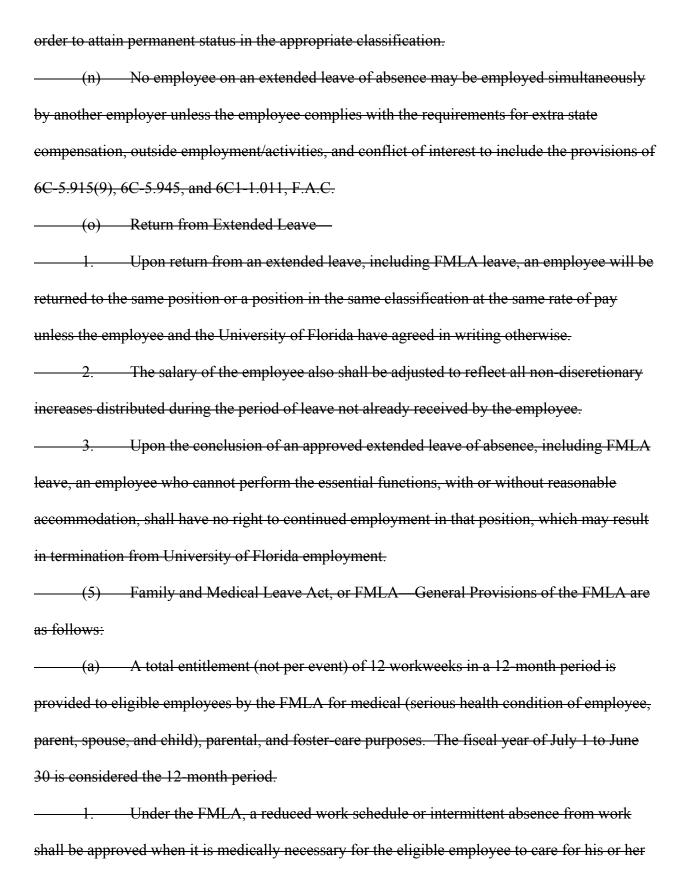
she is working a reduced work schedule or maintaining an intermittent absence under the University of Florida's extended leave of absence policy.

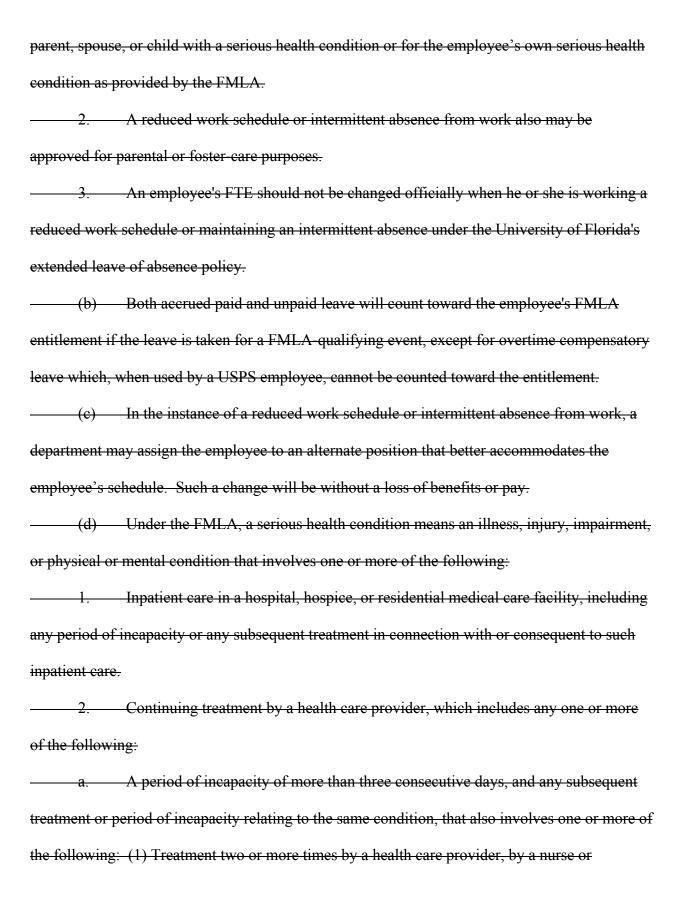
a. Under the FMLA, a reduced work schedule or intermittent absence from work shall be approved when it is medically necessary for the eligible employee to care for his or her parent, spouse, or child with a serious health condition or for the employee's serious health condition as provided by the FMLA. A reduced work schedule or intermittent absence from work may be approved when the eligible 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." "Immediate family" is defined as the spouse, great grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great grandchildren of the employee and his or her spouse, except that leave use associated with the employee's spouse, parents, or child with a serious health condition shall be FMLA qualifying. "Immediate family" also includes individuals for whom an employee is the current legal guardian. A reduced work schedule or intermittent absence from work also may be approved for parental or foster care purposes.

b. 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 or pay.

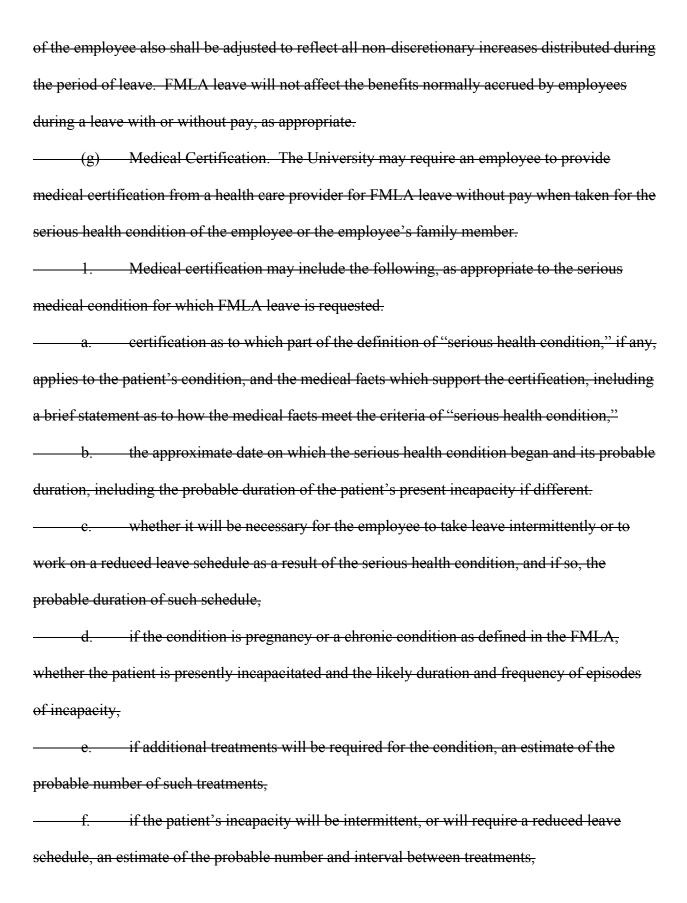
4. When an employee (not OPS) is in pay status at least one day per month while on extended leave, including FMLA related leave, the employer contribution for the state insurance program will continue for corresponding pay periods. In the event an employee goes on extended leave without pay for parental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

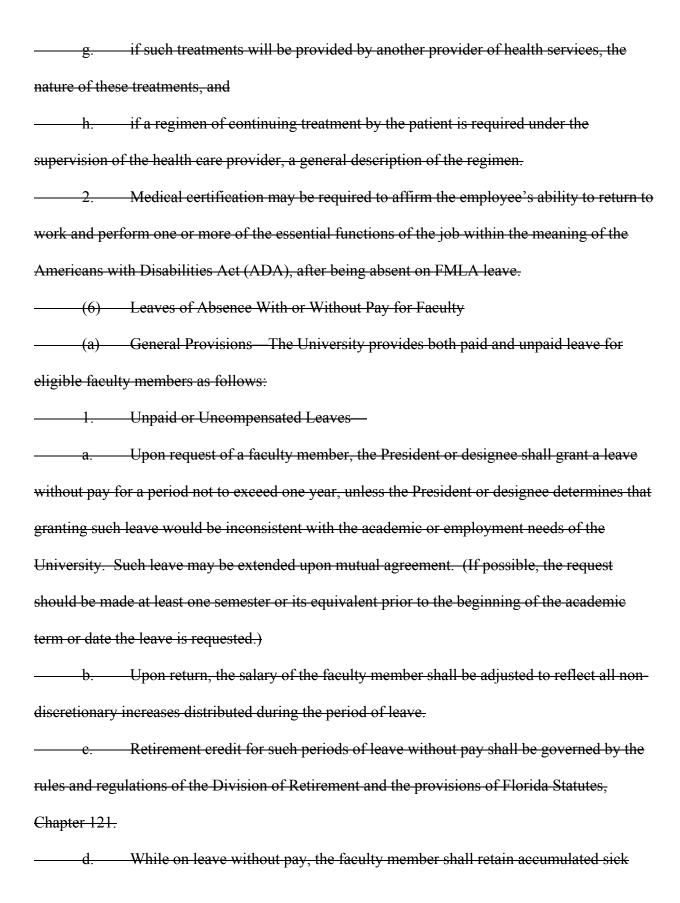


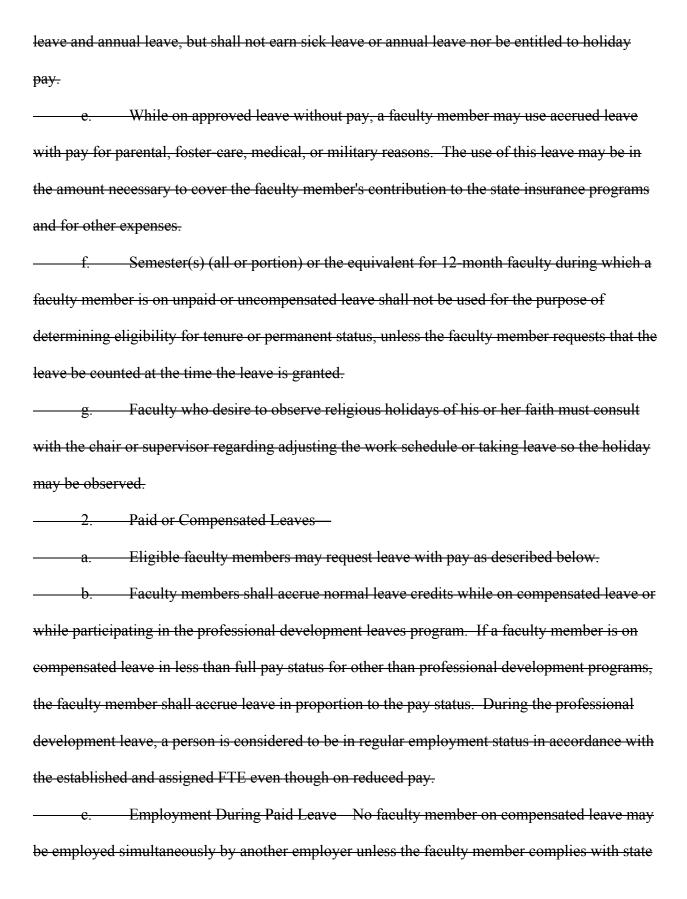


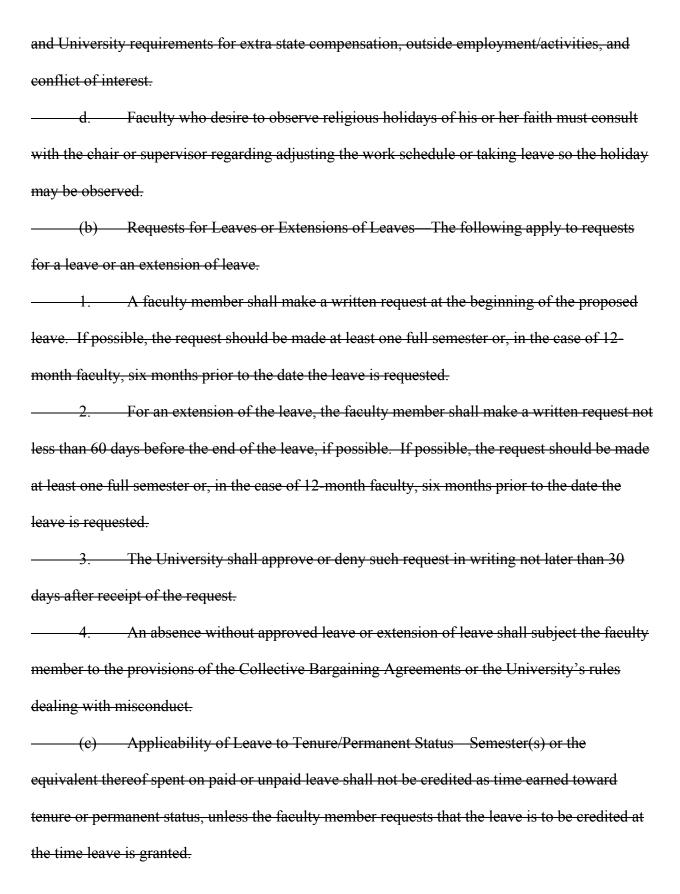


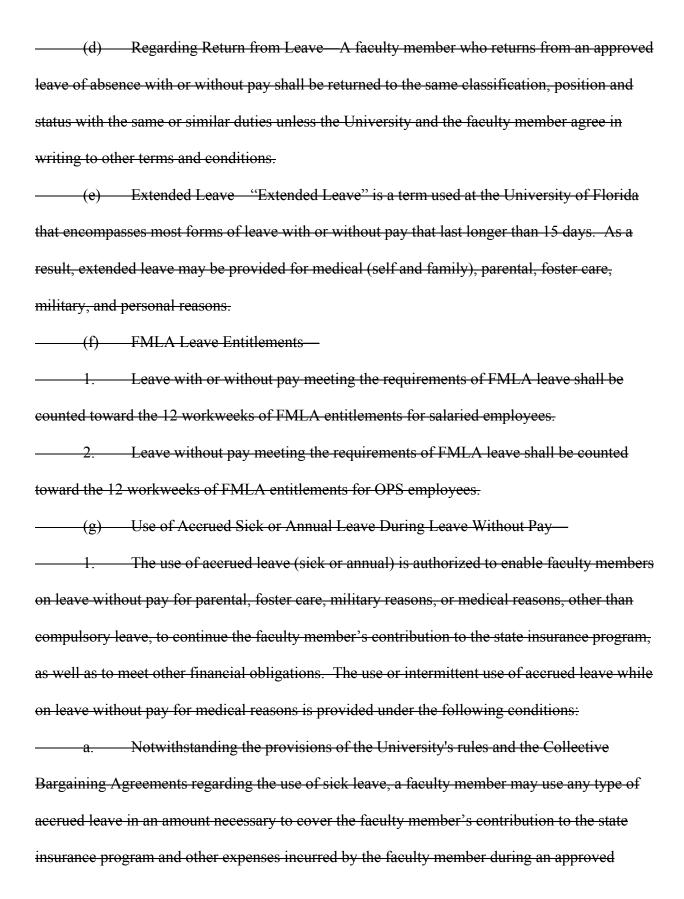
physician's a	assistant under direct supervision of a health care provider, or by a provider of health
care services	s under orders of, or on referral by, a health care provider. (2) Treatment by a health
care provide	r on at least one occasion which results in a regimen of continuing treatment under
the supervisi	on of the health care provider.
——————————————————————————————————————	Any period of incapacity due to pregnancy or for prenatal care.
e.	Any period of incapacity or treatment for such incapacity due to a chronic serious
health condit	tion.
d.	A period of incapacity which is permanent or long-term due to a condition for
which treatm	nent may not be effective.
<u>е.</u>	Any period of absence to receive multiple treatments either for restorative surgery
after an accid	dent or other injury or for a condition that would likely result in a period of
incapacity of	f more than three consecutive calendar days in the absence of medical intervention o
treatment.	
(e)	Under the provisions of the FMLA, an employee shall be allowed to care for his
or her parent	s, spouse, or child with a serious health condition if one or both of the following
apply:	
1.	The family member needs assistance for basic medical, hygiene, nutritional needs
safety, or tra	nsportation as a result of a serious health condition.
2.	If the employee's presence would be beneficial or desirable for the care of the
family memb	ber with a serious health condition, which may include psychological comfort.
(f)	Upon return from an extended leave, including FMLA leave, an employee will be
returned to tl	he same position or a position in the same classification at the same rate of pay
unless the en	nployee and the University of Florida have agreed in writing otherwise. The salary



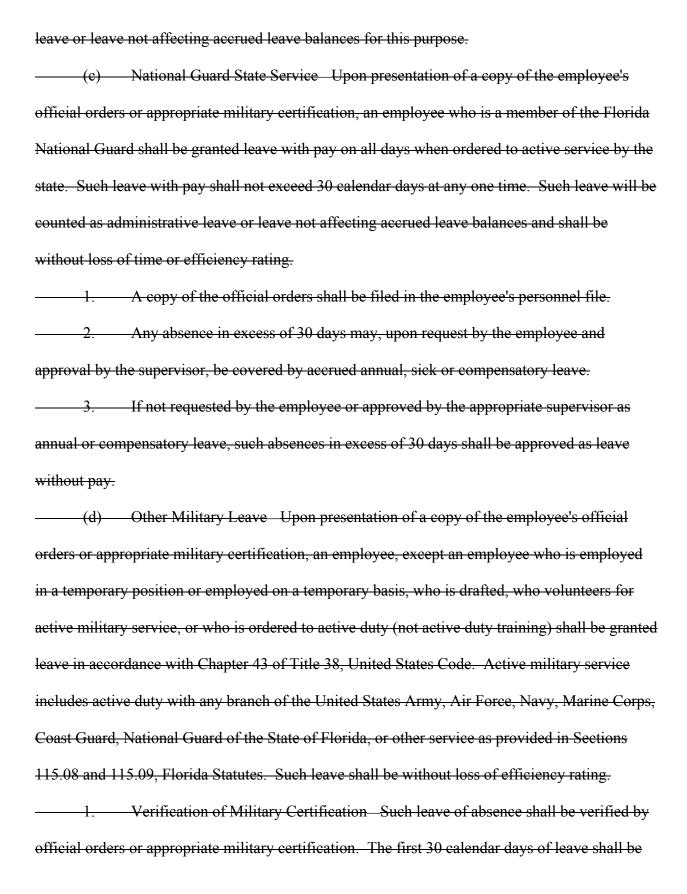






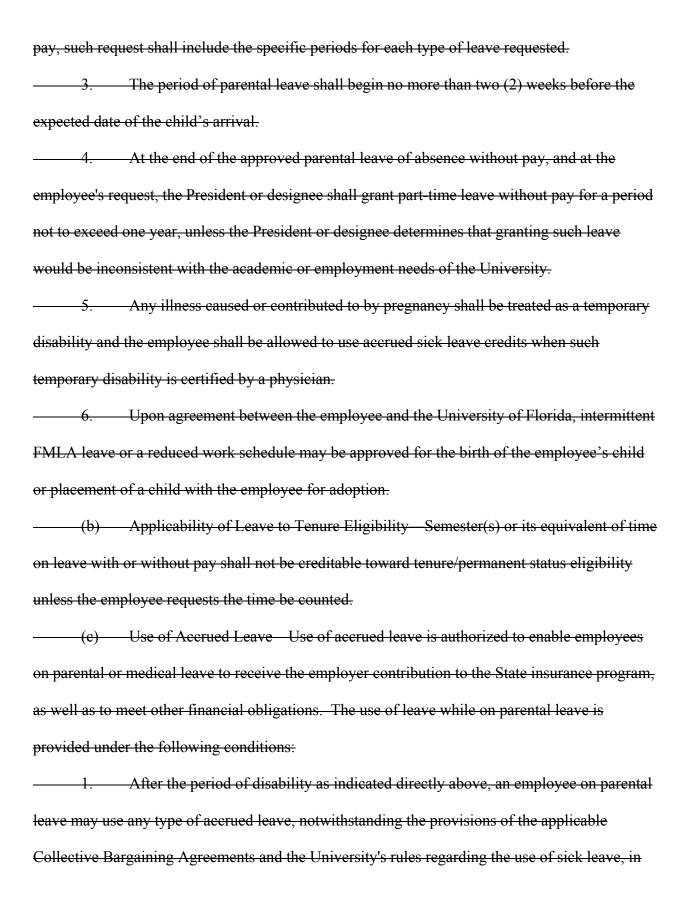


period of leave without pay for medical reasons, except compulsory leave.
b. Normally the use of accrued leave during a period of leave without pay for
medical reasons shall be approved for up to six months, but may be approved for up to one year
for the serious health condition of the faculty member or a member of the faculty member's
immediate family.
c. The employer contribution to the state insurance program will continue for the
corresponding payroll periods.
2. Request for Use of Accrued Leave A faculty member's request for the use of
accrued leave during a period of leave without pay shall be made at the time of the faculty
member's request for the leave without pay. Such request shall include the amount of accrued
leave the faculty member wishes to use during the approved period of leave without pay.
(7) Military Leave Federal and state laws shall govern the granting of military leave
and the employee's reemployment rights as follows:
(a) 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
shall, upon presentation of written confirmation of having been so scheduled, be granted
administrative leave or leave not affecting accrued leave balances for such reexamination or
treatment without loss of pay, benefits, or efficiency rating, not to exceed six days in any
calendar year.
(b) Examinations for Military Service—Upon presentation of a copy of the
employee's official orders or appropriate military certification, an employee who is ordered to
appear for an examination for entrance into the military service shall be granted administrative



with full pay and shall not affect an employee's annual or sick leave balance. The remainder of military leave shall be without pay unless the employee elects to use accrued paid leave as described below. Leave payment for the first 30 days shall be made only upon receipt of evidence from an appropriate military authority that 30 days of military service have been completed. 2. Applicability of Laws Federal and state laws shall govern the granting of military leave and the employee's reemployment rights. 3. Use of Accrued Leave—Beyond the first 30 days of leave, which shall be with full pay and shall not affect an employee's annual or sick leave balance, use of accrued paid leave is authorized during military leave in keeping with the University of Florida's extended leave of absence policy. 4. Reinstatement—The position of an employee granted military leave may be filled on a temporary basis. Upon separation from the military service, the employee is eligible to return to his or her former position or a different position in the same class in the same geographic location if reinstatement is requested within one year after separation. The University of Florida may require the employee to submit to a medical examination to determine the employee's fitness to perform the essential functions of the position to which the employee may be returning. Based on the medical findings, the University of Florida may place the employee in another class with duties that employee is able to perform and which is the nearest approximation to the position held prior to the military service. (e) Short-Term Military Training Upon presentation of a copy of the employee's official orders or appropriate military certification, an employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall be granted leave with pay

during periods in which the employee is engaged in annual field training or other active or inactive duty training exercises. Whether continuous or intermittent, such leave with pay shall not exceed 17 workdays in any federal fiscal year (October 1 - September 30). Such leave will be designated as administrative leave or leave not affecting accrued leave balances and shall be without loss of time or efficiency rating. 1. A copy of the official orders shall be filed in the employee's personnel file. 2. Any absence in excess of 17 working days may, upon request by the employee and approval by the appropriate supervisor, be covered by accrued annual or compensatory leave. 3. If not requested by the employee or approved by the appropriate supervisor as annual or compensatory leave, such absences in excess of 17 working days shall be approved as leave without pay. (8) Parental Leave Parental leaves of absence for A&P, USPS, and OPS shall be governed by 6C1-1.201(4). Faculty members are provided the following: (a) General Provisions 1. An employee shall be granted a parental leave or foster care which is provided through FMLA provisions not to exceed six months when the employee becomes a biological parent or when a child is placed in the employee's home pending adoption; foster care is not covered under parental leave, but is provided through the FMLA provisions. The period of parental leave shall begin no more than two weeks before the expected date of the child's arrival. The President or designee shall acknowledge in writing the period of leave to be granted, including the date of return to employment. 2. If an employee plans to use a combination of accrued leave and leave without

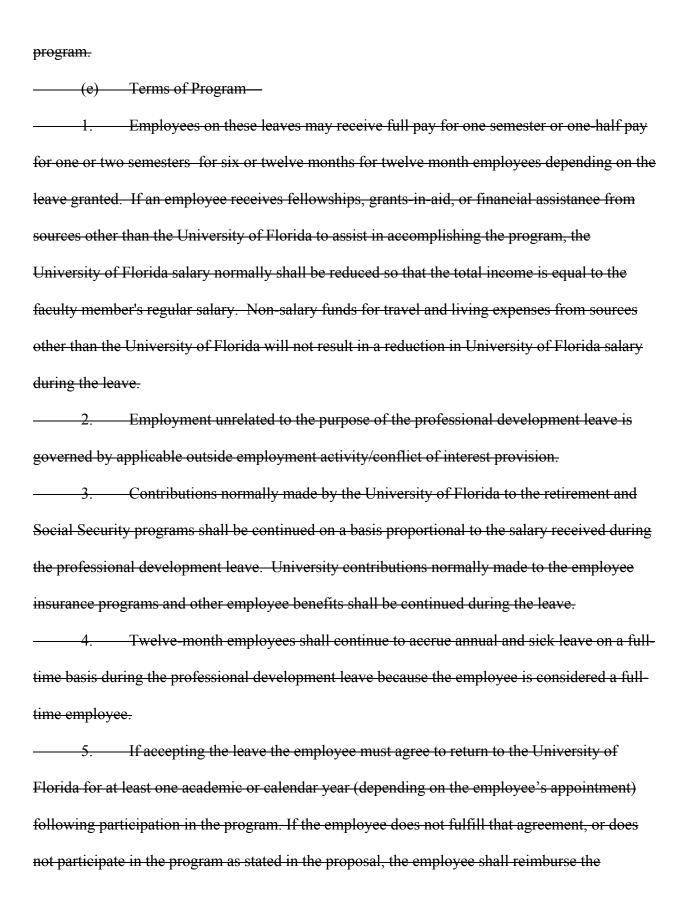


expenses incurred by the employee during a period of parental leave when the employee would otherwise be on leave without pay. 2. The employer contribution to the State insurance program will continue for the corresponding payroll periods. (9) Personal Leave Days for Developmental Research School Faculty—A Developmental Research School faculty member may be granted three days (noncumulative) of leave per year for emergencies or for other personal reasons. One day shall be leave with pay and two days shall be taken from sick leave. Except in case of emergency, the faculty member shall provide at least two days notice of the intended leave. Such leave shall not be used on the day immediately preceding or following a holiday. These faculty members shall not be required to give reasons for personal leave, except that the leave is for personal reasons. (10) Personal Litigation or Paid Expert Witness An employee who is engaged in personal litigation or service as a paid expert witness will not be granted administrative leave, or leave not affecting accrued leave balances, for court attendance. However, that employee may request to use annual leave or unpaid leave. If in a non-annual leave accruing position, the employee also may request to arrange the appearance during non-scheduled working hours and/or seek an adjustment of his or her duties and responsibilities with the chair/supervisor. Employees who serve as paid expert witnesses must comply with the state and University of Florida's policy and rules on extra state compensation, outside employment/activities, and conflict of interest. (11) Professional Development Leave Professional development leave provides

an amount necessary to cover his/her contribution to the State insurance program and other

eligible faculty with the opportunity to take a period of time for the purposes of professional

renewal, planned travel, study, formal education, research, writing or other experience of
professional value, but not as a reward for service, as follows. Professional development leave
for A&P employees is provided in keeping with Rule 6C-5.930, Florida Administrative Code.
(a) Eligibility—These leaves are available for faculty after six years of continuous
full-time University of Florida service.
1. In the case of faculty on a contract or grant, the terms of the employment must
provide for the leave.
2. These leaves are available for non-tenure earning faculty in the bargaining unit
after three years of continuous full-time University of Florida service.
(b) Specific leave programs for eligible employees include:
1. One semester leaves or six month leaves for twelve-month employees, are
available at one-half pay or full-pay.
2. Two semester leaves or twelve month leaves for twelve-month employees, are
available at one-half pay.
(c) Duration of Leaves Leaves may be for one or two semesters or for six or for
twelve months, in the case of twelve-month employees.
(d) Application Applications for these leaves shall be submitted in accordance with
University of Florida procedures. In the case of IFAS and Health Science Center, contact the
respective Dean, Director, or Vice President's Office for information. For other units, contact the
appropriate Office of the Dean. Each application shall include a statement describing the
program to be followed while on leave, the expected increase in value of the employee to the
University of Florida, specific results anticipated from the leave, any expected supplementary
income, and a statement from the applicant agreeing to comply with the terms of the leave



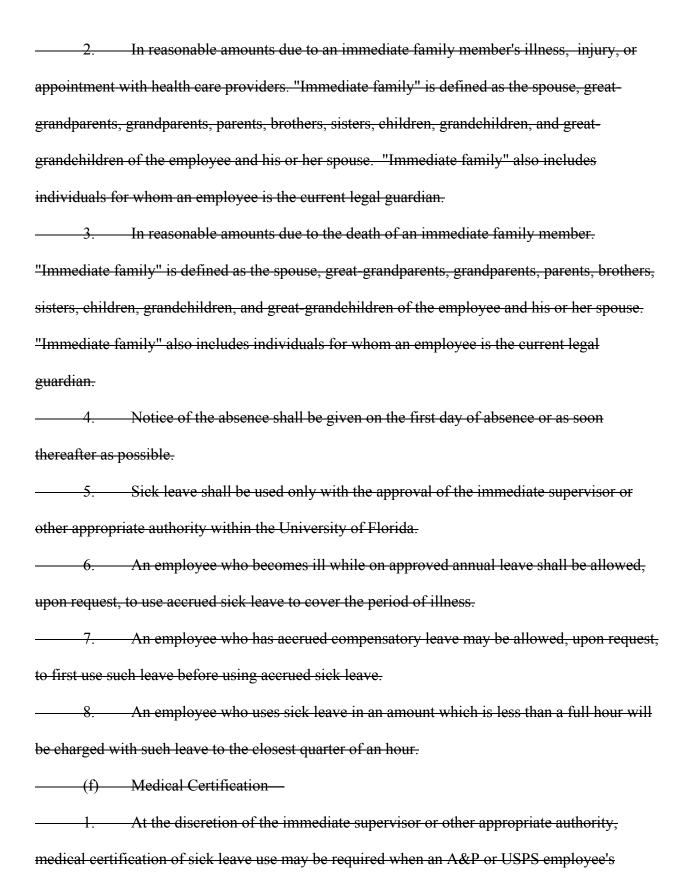
University of Florida the amount of salary received from the University of Florida during the	
professional development leave.	
6. Upon returning to the University of Florida, the employee shall submit to the	
chair or supervisor, with a copy to the dean or director, a written report of the employee's	
accomplishments during the leave. A copy of the report should also be sent to the Office of	
Academic Affairs. This report shall include information regarding the activities undertaken	
during the leave, the results accomplished during the leave as they affect the employee and the	€
University of Florida and the research or other scholarly works produced or expected to be	
produced as a result of the leave.	
7. Employees normally shall not be eligible again for participation in this program	a
until six years of full-time service have been completed following prior participation.	
(12) Sick Leave Sick leave shall be accrued by eligible employees and administer	eċ
consistent with the provisions of 6C-5.920(9), Florida Administrative Code, and with the	
following.	
——————————————————————————————————————	
Pay Plan Bi- Maximum Transferable Maximum Payment weekly	

Faculty	4	All unused sick leave	After 10 years or more
		accrued in the SUS or	of creditable service, 1/8
		other state of Florida	of all unused sick leave
		plan for which payment	accrued prior to 10/1/73,
		has not been received	and 1/4 of unused sick
		provided no more than	leave up to 480 for
		31 days have elapsed	hours accrued after
		between employment.	10/1/73.
A&P	4	Same as above	Same as above
Executiv	5	Same as above	Same as above
e Service			
USPS	4	Same as above	Same as above

- (b) Full- and part time employees accrue sick leave in proportion to the amount of time they are in pay status, not to exceed the full-time accrual rate (based on an 80-hour pay period) described above. OPS employees shall not accrue sick leave.
 (c) Accrued sick leave shall be credited at the conclusion of each pay period or upon
- (d) There is no limit on the amount of sick leave that may be accrued.

termination. As a result, it cannot be taken during the same period in which it is earned.

- (e) Use of Sick Leave Sick leave may be used by an employee:
- 1. Due to the employee's illness, injury, or exposure to a contagious disease; a disability where the employee is unable to perform assigned duties; and for appointments with health care providers.

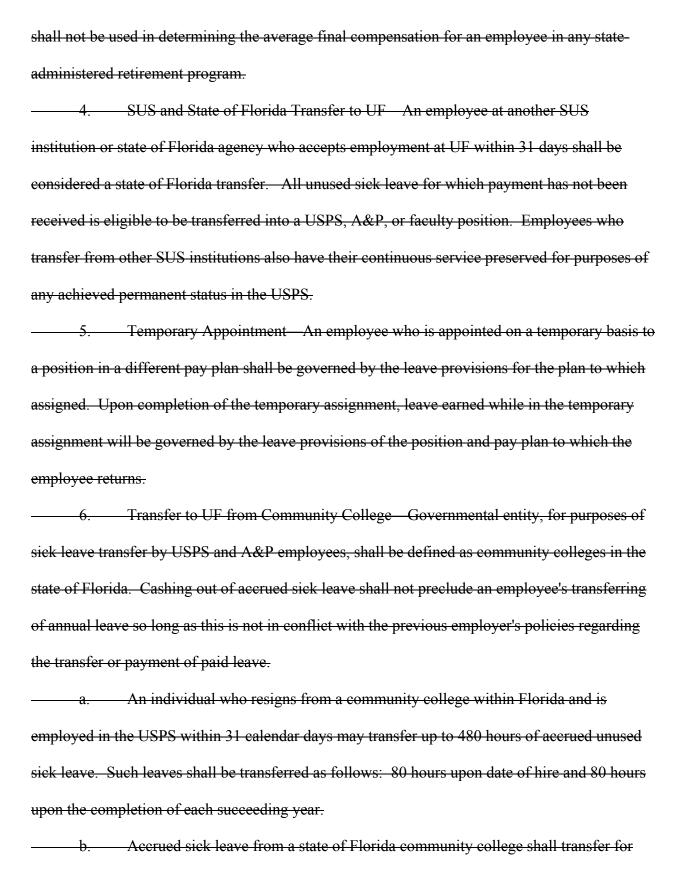


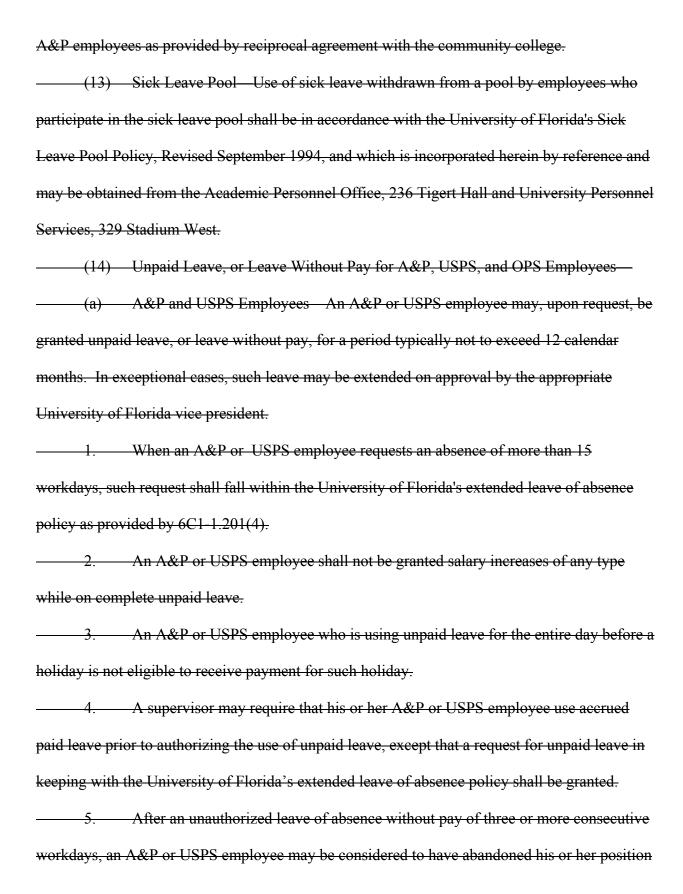
absences are excessive, a pattern has emerged, or when the employee has been absent three times (consecutive or non-consecutive) in any 30-day period. Certifications applicable to the use of FMLA leave by USPS and A&P employees shall be in accordance with the University of Florida's extended leave of absence provisions.

- 2. If a faculty member's request for absence or absence exceeds four consecutive days, or if a pattern of absence is documented, the University of Florida may require a faculty member to furnish certification issued by an attending health care provider of the medical reasons necessitating the absence. If the medical certification indicates that the faculty member is unable to perform assigned duties, the President or designee may place the employee on compulsory leave.
- 3. If the medical certification furnished by an employee—faculty, A&P, or USPS—is not acceptable, the employee may be required to submit to a medical examination which will be paid for by the University of Florida.
- (g) Transfer and payment of sick leave shall be administered consistent with the provisions of 6C-5.920(9), Florida Administrative Code, and with the following:
- 1. Layoff—Unused sick leave for an employee who is laid off shall:
- a. Be paid in lump sum at the time of layoff if the employee has ten or more years of creditable state service and is otherwise eligible for receipt of sick leave payment, unless the employee requests in writing that such sick leave be held in abeyance pending reemployment with the University of Florida within one year after layoff or by an SUS agency within 100 days after layoff. In no case shall an employee receive payment for accrued sick leave in excess of the maximum payment established for his or her pay plan.
- b. Be restored to an employee who is reemployed as described above, provided the

employee requests such action in writing within 60 days of reemployment and repays the full amount of any lump sum payment received for accrued sick leave.

- 2. Reemployment within 100 days—Upon reemployment by the SUS within 100 days, an employee's continuous service is preserved. As a result: Any sick leave paid at time of separation shall be restored, as well as any forfeited amount of sick leave, provided the employee repays the full amount of any lump-sum payment received for accumulated sick leave credits within 60 days of reemployment. An employee with fewer than 10 years of service who was not paid for any unused sick leave shall have such forfeited sick leave restored.
- 3. Separation from UF—Upon separation from the University of Florida, provided the employee is not transferring to another leave accruing position within the SUS or state government or retiring for disability reasons, an employee shall be paid for 1/8 of all unused sick leave accrued prior to 10/1/73, and 1/4 of unused sick leave up to 480 for hours accrued after 10/1/73, provided the employee has 10 or more years of creditable service. Transfers to other SUS institutions shall be governed by 6C-5.920, Florida Administrative Code. Transfer to positions in state government outside of the SUS shall have all unused leave processed in accordance with the rules of the plan to which the employee is transferring.
- a. In the case of death, such payment for accrued sick leave shall be made to an eligible employee's beneficiary, estate, or as otherwise provided by law. Such payment shall be made at the employee's base rate of pay at the time of death, which is the pay provided to an employee excluding any additives.
- b. An employee with fewer than 10 years of service shall not be paid for any unused sick leave.
- c. Payments made as described above shall not be considered salary payments and





and to have resigned from the University of Florida.
6. Employees should consult with their supervisor regarding leave to observe
religious holiday of their faith.
(b) Faculty Members—Refer to 6C1-1.201(6).
(c) OPS Employees OPS employees who have been employed by the University of
Florida 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 requested leave are eligible for a
total entitlement (not per event) of up to 12 workweeks of leave without pay in a fiscal year for
FMLA leave in keeping with 6C1-1.201(4)(1).
(15) Workplace Injury Leave Workplace injury leave for employees (formerly
disability leave) shall be administered consistent with the provisions of 6C-5.920(16), Florida
Administrative Code.
Specific Authority <u>1001.74(4)</u> 229.0081(2) FS.
Law Implemented 1001.74(19), 1001.75(3)229.0081(2)(m), 250.48, and 440.09 FS.
HistoryNew 6-28-98, Amended 1-12-00, 5-20-02,