

Change in UCF FMLA 12-month period

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid, job-protected leave for specified family and medical reasons leave within a 12-month period. Employers may select one of four methods to establish the 12-month period; including calendar year, fixed 12-month, 12-month period measured forward, or a “rolling” 12-month period measured backward.

Effective July 1, 2023, the University of Central Florida (UCF) will begin calculating an employee’s entitlement to a “rolling” 12-month period, measured backward from the date of an employee’s first use of FMLA leave for a given qualifying event. This change will provide more balance to the continuity of businesses operations, and ease of administration. This announcement fulfills the requirement to provide at least 60-days’ notice of the change to all employees.

Current method: The University of Central Florida currently uses the fiscal year (July 1st thru June 30th) as the 12-month period for calculating an eligible employee’s 12-week FMLA entitlement. Using this method, an eligible employee is entitled to 12-weeks of FMLA at the beginning of each fiscal year (July 1st).

New Method: Beginning July 1, 2023, the University of Central Florida’s method for calculating the 12-month period will change to a “rolling” 12-month period measured backward from the date of an employee’s first use of FMLA leave for a given qualifying event.

- Example 1: An employee requests to begin FMLA leave on Sept 1, 2023. Looking backward to Sept 1, 2022, the employee has used no FMLA leave during the 12-month period. Therefore, the employee has a balance of 12 weeks FMLA leave that can be utilized for a qualifying event.
- Example 2: An employee requests to begin FMLA leave on Sept 1, 2023. Looking backward to Sept 1, 2022, the employee used 4 weeks of FMLA in Oct 2022, and 4 weeks in Nov 2022 for a total of 8 weeks over that 12-month period. The employee is entitled at the time of this request to 4 weeks of FMLA (12-week entitlement minus the 8 weeks already taken), with an additional 4 weeks becoming available in Nov 2023 and another 4 weeks becoming available in Dec 2023.

Employees that are currently on an approved FMLA leave during the Fiscal Year prior to July 2023 will continue to be in a certified and approved status through the end of the identified FMLA period. For these employees there is no need for any action to be taken, until the time already approved has ended, or additional FMLA is requested. Any necessary updates will be made by Human Resources during the transition period.

For questions regarding this change, contact UCF HR Leave Administration at 407-823-3730 or visit https://hr.ucf.edu/wp-content/uploads/sites/17/FMLA_FAQ.pdf for FAQ’s.