



Knights Care Leave Share (KCLS) Plan and Hurricane Ian Disaster Leave (HIDL) Program Returning Donated Hours

Frequently Asked Questions

General

Q. How can I find out how many hours I donated to KCLS or HIDL?

- A. For those employees who donated to Knights Care Leave Share, you can access Employee Self Service History in PeopleSoft by visiting my.ucf.edu and logging in with your NID credentials, navigating to “Employee Self Service History” in the left menu, and selecting “View Paycheck.” Employees should then navigate to their May 22, 2020, paycheck to view sick or annual leave deductions per their donation to KCLS. These deductions will be notated as either “Annual Leave – Adjust (Dec)” or “Sick Leave – Adjust (Dec)” depending on the donation made. For those employees who rolled their KCLS donation over to HIDL, please follow the steps above to find out how many hours were initially donated.

For those employees who donated to HIDL, you should [log into Workday](#), select the “Absence” app and then the “View Absence” option. Scroll or search for the time off request dated December 9, 2022, with the “Type” description as “Emergency Event Sick Donation” or “Emergency Event Annual Donation” (depending on the donation made). Deductions will be notated in the “Requested” column to reflect the number of hours donated to HIDL.

Should you require further assistance with obtaining information on how many hours were donated to KCLS or HIDL, please contact HRIS@ucf.edu.

Q. How many hours of my donation were used?

- A. 5% of the hours donated to KCLS were used by UCF employees needing support during the pandemic and 24% of the hours donated to HIDL were used for hurricane relief. The difference in these percentages is due to the significantly higher number of hours donated to KCLS.

Q. How many hours will I be getting back?

- A. The amount returned to each leave donor will be in the same proportion as the

total number of hours donated by the leave donor bears to the total amount of hours remaining. This means that if you donated hours for KCLS, you will receive 95% of those hours back. If you donated to HIDL, you will receive 76% of your donated hours back. Donor must be an active UCF employee in a leave eligible position to have hours returned to them.

Q. When can I expect to get my hours back?

A. Hours will appear in time banks on Friday, June 30, 2023.

Q. How can I check to confirm my hours are returned to me?

A. [Log into Workday](#) and select the “Time Off Balance” option from the Quick Tasks section on your home dashboard. When prompted, enter 06/30/2023 for the date and click “OK.” To confirm that your hours were returned, click on the number under the “Accrued Year to Date” column for either annual or sick time off (depending on your original donation). A pop-up window will appear, and you will see a category titled, “Emergency Event Annual Donation Refund Accrual” (or if reviewing sick time, “Emergency Event Sick Donation Refund Accrual”). The number listed under the “Accrued in Period” column will reflect the number of hours being returned to you.

Note: *If checking your time off balance prior to 06/30/2023, your returned hours will not appear. Please check back on 06/30/2023.*

Q. I checked Workday following the steps above to confirm that my hours were returned to me and I don’t see any hours refunded. What should I do?

A. Refunds of hours will appear in time balances on Friday, June 30, 2023. **If you are checking prior to June 30, please check back.** If after checking on 06/30/2023 you still see “0” listed under either Emergency Event Annual Donation Refund Accrual or Emergency Event Sick Donation Refund Accrual please contact HRIS@ucf.edu for assistance.

Q. How did UCF determine how many hours to give back?

A. The percent of total of donated hours not used was calculated against total contributions for each program (i.e., KCLS and HIDL) and prorated by that percent to determine the amount to return to each donor.

Q. Does the annual time off cap affect me and, if so, how does that cap affect me?

A. After the pay period containing January 1st, hours in excess of the following maximums listed below are converted to sick time off. After that conversion process, retroactive adjustments from sick time off to annual time off are not permitted.

Employee Classification

Annual Time Off Maximum

Executive Service	480 hours
A&P (Exempt and Non-exempt)	352 hours
USPS Exempt	352 hours
USPS Non-Exempt	240 hours

Q. If my annual time off hours roll over to sick time off hours, how does this affect me?

A. Employees who reach their maximum of annual time off hours will have the remaining hours converted to sick time off. For more information regarding annual and sick time balances, [visit the HR website](#).

Q. If I opted to roll my hours from KCLS to HIDL, does that impact the number of hours being returned to me?

A. The number of hours returned are based on the program you originally contributed to. Therefore, if you originally donated to KCLS and opted to roll your remaining hours to HIDL, your returned hours will be based on the KCLS pool of hours.

Q. What were the minimum qualifications to donate hours to KCLS or HIDL?

A. All leave donations were voluntary and were initiated through a written request by the leave donor on a UCF-provided leave donation form. Leave donors could contribute leave up to the amount that they would normally accrue during the year across both annual and sick leave but had to donate at least 40 hours.

Q. If I have additional questions, who should I reach out to?

A. Should you require further assistance, please do not hesitate to reach out to our dedicated HRIS team (HRIS@ucf.edu), who will be more than happy to assist you. The HRIS team will also be hosting an [informational drop-in session on Thursday, July 6 from 2:30 p.m. - 4:00 p.m.](#) This time is an open forum for anyone who had donated leave hours to either KCLS or HIDL, had hours returned and has any questions about the process. There is no set agenda; the HRIS team will be available to employees to discuss any issues or questions that the published FAQs were not able to address.

KCLS

Q. What was the Knights Care Leave Share Plan?

A. The Knights Care Leave Share COVID-19 Major Disaster Leave-Sharing Plan was established by UCF in 2020 in response to the major disaster declaration issued by the federal government under the Stafford Act, in order to address the adverse impacts of the evolving coronavirus pandemic on our employees.

Q. What was the purpose of the Knights Care Leave Share Plan?

A. The Knights Care Leave Share COVID-19 Major Disaster Leave-Sharing Plan allowed an employee to donate at least 40 hours of his or her personally accrued sick or annual leave into a UCF-sponsored leave bank for use by other employees who were adversely affected by the COVID-19 pandemic and had exhausted all of their personally accrued leave.

Q. What qualified an employee to be deemed adversely affected by the COVID-19 pandemic?

A. An employee is adversely affected if the disaster has caused severe hardship to the employee, or to his or her immediate family members, that requires the employee to be absent from work. Examples of hardship include personal medical emergencies, quarantine and/or self-isolation mandates, or inability to work or telework due to a government stay at home order.

HIDL

Q. What was the Hurricane Ian Disaster Leave Program?

A. The Hurricane Ian Disaster Leave Program was a major disaster leave-sharing plan hereby established by UCF in response to the major disaster declaration issued by the federal government under the Stafford Act (expired on May 11, 2023), in order to address the adverse impacts of Hurricane Ian and its aftermath on our employees. HIDL began on October 4, 2022, and ended on November 3, 2022.

Q. What was the purpose of the Hurricane Ian Disaster Leave Program?

A. The HIDL Program allowed an employee leave donor to deposit his or her personally accrued annual or sick leave into a UCF-sponsored leave bank for use by other employees who were adversely affected by Hurricane Ian.

Q. What qualified an employee to be deemed adversely affected by Hurricane Ian?

A. An employee was adversely affected if the disaster caused severe hardship to the employee, or to his or her immediate family members, that required the employee to be absent from work. Examples of severe hardship included displacement, the need to remediate flood damage to an employee's or immediate family member's home, loss of transportation due to flooding, inability to physically travel to campus due to road closures or obstructions, and/or inability to work due to school/daycare closures.