

## PARENTAL LEAVE CHECKLIST

### EMPLOYEE RESPONSIBILITY

1. Discuss your Leave of Absence with your supervisor. An employee may request up to six months of unpaid parental leave.
2. For additional information on Parental Leave and to obtain the UCF Parental Leave Request Form and the UCF Certification of Health Care Provider Form(s), visit the Human Resources website at <http://hr.ucf.edu>
3. Read the "Employee and Department Responsibilities and Instructions for Completion of Parental Leave Request Form"; which is part of the request form. **Be sure you understand your responsibilities as your signature on the UCF Parental Leave Request Form verifies you are stating that you have read and understand these pages.**
4. Have the treating physician complete the appropriate UCF Certification of Health Care Provider Form (CHCP).
5. Submit the completed UCF Parental Leave Request Form and the CHCP to your supervisor. When possible these forms should be submitted thirty (30) days in advance of the mother's expected delivery date. Parental Leave cannot start more than two (2) weeks prior to the expected delivery date. If you prefer to keep the medical information submitted confidential, the CHCP may be faxed directly to the Human Resources Leave of Absence Section at 407-823-1095.
6. Prenatal visits may be counted toward the employee's Family Medical Leave Entitlement by requesting an Intermittent Medical Leave.
7. Your leave of absence may be a Qualifying Event. Employees, who wish to cancel or change their insurance due to their leave, must contact PeopleFirst at 1-866-663-4735 within sixty (60) days of the start of their leave. While on an unpaid leave of absence, to avoid an underpayment of premiums for insurance coverage, you must contact the HR Benefits Section at 407-823-2771 and make arrangements to pay for your premiums. Premiums must be paid monthly and on time or coverage will be suspended and unusable until all back payments are received and processed which may take up to two (2) weeks, during which time your benefits will continue to be unusable.
8. When returning from leave, contact PeopleFirst within sixty (60) days of your return date to re-enroll in insurance plans that you may have cancelled.
9. **Within ten (10) business days prior to the expiration of your leave of absence, or by the date given to you in your leave approval letter, you must submit an Intent to Return to Work and Medical Release Form, or submit a new UCF Parental Leave Request Form to request an extension, or submit your resignation. If you fail to notify us of your intention, and you do not return to work on the date specified on your UCF Parental Leave Request Form, UCF will consider you to have resigned. Failing to provide your intentions would also affect your eligibility for rehire at UCF.**
10. When returning from Parental Leave, for your own pregnancy, the medical release section on the Intent to Return to Work and Medical Release Form must be completed and submitted to your supervisor prior to your returning to a normal work schedule or a reduced work schedule (this includes working from home). **You cannot return to work without a medical release.**
11. Approved leave under the Family Medical Leave Act extends an employee's tenure clock. Faculty members interested in adjusting their tenure clock, or who have questions about their tenure clock, should contact Faculty Excellence at 407-823-1113 to discuss any adjustments.
12. USPS employees who are currently on a probationary employment status and have been granted a leave of absence, your probationary period will automatically extend for the appropriate period of time to afford the employee an opportunity to serve a complete probation period.

### DEPARTMENT RESPONSIBILITY

1. **The supervisor must notify Human Resources within twenty-four (24) hours, via email or phone call, of having knowledge that an employee may need a Parental Leave. Please provide the employee's EMPID number.**
2. Department should inform employees that the UCF Parental Leave Request Form and a Certification of Health Care Provider Form (CHCP) should be submitted thirty (30) days prior to the expected delivery date, when possible.
3. When an employee submits the UCF Parental Leave Request Form and the CHCP, the department must obtain the proper authorized signatures and forward these documents to Human Resources Leave of Absence Section (HR-LOA) within twenty-four (24) to forty-eight (48) hours of receipt from the employee via fax or email. It is not required that HR-LOA has the originals.

4. Department must review the UCF Parental Leave Request Form as follows:
  - Check to make sure that the UCF Parental Leave Request Form has the appropriate signatures and has been approved or disapproved.
  - Check to ensure the leave dates being requested are on the UCF Parental Leave Request Form.
  - Review the employee's leave balance so you are aware of how much paid leave they have available for use.
  - If the employee is Faculty, you must review the employment contract to ensure that the leave of absence does not extend beyond the contract's end date.
5. While the employee is in paid leave status, you must monitor their leave each pay period to ensure leave is used in accordance with UCF policy. When using accrued leave, the time sheet and leave and pay exceptions report (LAPER) must be completed each biweekly pay period. Should the employee exhaust all accrued leave, you must submit an ePAF to place the employee on an unpaid leave of absence or you must enter "LWO" for all days the employee is without pay, otherwise, the employee will be overpaid.
6. Request the Intent to Return to Work and Medical Release Form from all employees who have been on a leave of absence due to their own pregnancy. ***The medical release section must be completed by their doctor before they can return to work (this includes working from home).***
7. ***Upon receipt of the Intent to Return to Work and Medical Release Form, you must submit an ePAF to the HR Records Section to return the employee to active work status.***

#### HUMAN RESOURCES RESPONSIBILITY

1. To review, approve or deny the UCF Parental Leave Request Form for all employees.
2. Upon notification from the employee's department of a pregnancy, the Human Resources Leave of Absence Section will notify the employee of their FMLA Rights and Responsibilities via letter and email copy after review of the following:
  - a. Determine if the employee is eligible for Family Medical Leave Act Entitlement.
    - Does the employee have 12 months of cumulative service?
    - Has the employee worked at least 1,250 hours in the 12 month period prior to the start of this leave?
3. To review the UCF Parental Leave Request Form and the UCF Certification of Health Care Provider Form (CHCP) submitted.
4. Approve or deny the leave of absence request within three (3) business days of receipt of the UCF Parental Leave Request Form and CHCP.
5. Send the employee a letter to his/her home address advising of approval or denial of the request for leave. Send a hard copy to the Human Resources Records Section; email copy to supervisor, Dean or Director who signed and the department's payroll processor plus to the employee at all email addresses the employee provides.
6. Upon approval of the UCF Parental Leave Request Form, the leave of absence letter will be used as the source document to change the employment status in PeopleSoft to "Paid Leave of Absence" or (Unpaid) "Leave of Absence".