

PERSONAL LEAVE CHECKLIST

EMPLOYEE RESPONSIBILITY

1. Discuss your Leave of Absence with your supervisor.
2. For additional information on Leaves of Absence and to obtain the Personal Leave Request Form, visit the Human Resources website at <http://hr.ucf.edu>
3. Submit the completed Personal Leave Request Form to your supervisor. This form should be submitted thirty (30) days in advance of the first day of leave.
4. While on an unpaid leave of absence, to avoid an underpayment of premiums 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.
5. ***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 Form, or submit a new Personal 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 Personal Leave Request Form, UCF will consider you to have resigned. Failing to provide your intentions would also affect your eligibility for rehire at UCF.***

DEPARTMENT RESPONSIBILITY

1. Department should advise employees who are absent for more than thirty (30) days that they must submit a Personal Leave Request Form. When possible this form should be submitted thirty (30) days in advance.
2. When an employee submits the Personal Leave Request Form, the department must get signatures and forward these documents to the 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 we have the originals.
3. Department must review the Personal Leave Request Form as follows:
 - Check to make sure that the Personal Leave Request Form has the appropriate signatures and has been approved or denied.
 - Check to ensure the leave dates being requested are on the Personal Leave Request Form.
 - 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.
4. While the employee is in paid leave status, you must monitor their leave each pay period to ensure leave is being used in accordance with UCF policy. When using accrued leave, the timesheet 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 or you must enter "LWO" for all days the employee is without pay, otherwise, the employee will be overpaid.
5. Request the Intent to Return to Work Form from all employees who are returning from Leave of Absence.
6. ***Upon receipt of the Intent to Return to Work 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 Personal Leave Request Form for USPS and A & P employees.
2. To review the Personal Leave Request Form for Faculty members.
3. 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 HR Records; 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.
4. Upon approval of the Personal 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".