



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 UCF Personal or Military Leave Request Form visit the Human Resources website at <http://hr.ucf.edu>
3. Submit the completed UCF Personal or Military Leave Request Form to your Supervisor. This form should be submitted thirty (30) days in advance of the first day of leave.
4. *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 thirty-one (31) days of the start of their leave. To avoid an underpayment of premiums for insurance coverage while on a leave of absence, your premiums must be paid monthly or coverage will be canceled. Should you decide to stop paying premiums during your leave of absence, you must contact PeopleFirst or premium payment will be expected.*
5. **Within 10 business days prior to the expiration of the leave of absence, you must submit an Intent to Return to Work Form, or submit a new Personal or Military Leave Request Form to request an extension, or submit your resignation. You must take one of these three actions.**
6. If you fail to take one of the above mentioned three actions and do not return on the date specified on the leave of absence form, UCF will consider your failure to return as a voluntary resignation.
7. *When returning from leave, contact PeopleFirst within thirty-one (31) days of returning from leave to re-enroll in insurance plans that you may have cancelled.*

DEPARTMENT RESPONSIBILITY

1. Department should advise employees who are absent for more than thirty (30) days that they must submit a Personal or Military Leave Request Form. When possible this form should be submitted thirty (30) days in advance.
2. When an employee submits the UCF Personal or Military Leave Request Form the department must get signatures and forward these documents to Human Resources within twenty-four (24) to forty-eight (48) hours of receipt from the employee via personal delivery, fax, or email. It is not required that we have the originals.
3. Department must review the UCF Personal or Military Leave Request Form as follows:
 - Check to make sure that the Personal or Military 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 or Military 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 time sheet and leave and pay exceptions report 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.
5. Request the UCF 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 return the employee from leave of absence to active work status.
7. When an employee returns to light duty or modified duty complete a Return to Work Plan.

HUMAN RESOURCES RESPONSIBILITY

1. To review, approve or deny the UCF Personal or Military Leave Request Form for all employees.
2. To review UCF Personal or Military Leave Request Form submitted.
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 dept.'s payroll processor plus to the employee at all email addresses the employee provides.
4. Upon approval of the UCF Personal or Military 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-Leave with pay" or "Leave of absence- Unpaid."

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