

Purpose

This form is used to request an adjustment of an employee's leave balance(s). The most common reasons to use this form are noted below.

Reasons for leave balance adjustments

- To provide an employee with leave balances that have transferred from a state agency or Santa Fe College, as appropriate.
- To provide an employee who has been rehired by UF within 180 days with his/her prior sick leave balance, provided the employee did not receive a settlement (cash-out) for such balance. If the employee did receive a settlement, the employee may repay the settlement(s) and have the appropriate leave restored through use of this form and in accordance with university policy.
- To decrease a manually accrued leave balance (special, regular, or overtime compensatory leave). If a manually accrued leave balance needs to be increased, an adjustment should be made by the departmental timekeeper through the on-line payroll certification process.
- To repay hours used for UF Paid Parental Leave.

Instructions

1. Complete this form.
2. Have the form signed by your dean, director, chairperson, or designee.
3. All forms should be submitted to Leave Administration, PO Box 115001, Gainesville.

Questions may be directed to Leave Administration at 392-2477.