

CHECK THESE ITEMS ON LEAVE OF ABSENCE PAPERWORK

- All items must be completed on the Extended Leave of Absence (LoA) form. **Remember incomplete forms cause delays in processing.**
- Appropriate supporting documentation should be included.
- Begin and End dates of the leave must be entered on the form.
- You should understand these terms:
 - Continuous leave** – Complete absence from work
 - Reduced work schedule** - less than full regular work schedule due to medically documented necessity or parental leave per agreement of department/employee.
 - Sporadic absences** – the employee will be out from time to time for an FMLA condition or event, but absences cannot necessarily be predicted in advance.
 - Intermittent leave** – leave balances will be used, but the employee will be paid less than his/her full pay (FTE).
- FMLA eligibility must be checked, and the employee must receive a copy of all pages of the “Extended Leave of Absence” form, including “Rights and Responsibilities for Taking FMLA Leave,” and the completed “Designation Notice” (see below for information).
- The Dean/Director/Department Chairperson (or designee) must sign the form. For Academic Personnel who are starting or extending leaves of absence, the signature of Sr. Vice President/Provost of the budgetary unit is also required.
- Designation Notice** - Must be completed and given to the employee within five (5) business days of employee’s request for leave of absence to determine if leave qualifies (or not) as FMLA:
 - The notice can be completed right away for parental and workers’ comp leaves because UF requires no additional supporting documentation for these types of leaves.
 - If there is sufficient information on a medical certification form to determine that leave is FMLA, the Designation Notice can be completed at the time the LoA form is completed. If additional information is required, this should be indicated on the Designation Notice, along with a deadline to resubmit, which must be at least 15 days from the current date.
 - If the leave is not FMLA-qualifying, the Designation Notice should be completed to indicate the reason (i.e. current entitlement exhausted, non-qualifying family member), and provided to the employee.
- The department must communicate with the employee about the number and type of leave hours he or she wishes to use, especially in the case of intermittent leave usage. We recommend the use of the Intermittent Use of Paid Leave form for the appropriate fiscal year to document the employee’s use of leave. Please note that leave without pay must be entered for the time the employee does not get paid for.

QUESTIONS? Call Leave Administration at 392-2477