



**Request for UF Paid Parental Leave**

**PLEASE PRINT:**

**Employee Name** \_\_\_\_\_ **UFID:** \_\_\_\_\_

**Department ID and Name** \_\_\_\_\_

**Salary Plan: (check one)**     **Faculty**     **TEAMS**     **USPS**     **FTE** \_\_\_\_\_

**Payroll Processor Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

I am making a written request to apply for up to 6 weeks of paid parental leave. By making this request, I understand and acknowledge the following:

- I am currently in a leave-accruing position in the Faculty, TEAMS, or USPS salary plan.
- I may use my personal accrued leave for any portion of the parental leave, but only if I freely choose to utilize such already accrued personal leave.
- The total amount of parental leave, including paid parental leave, will not exceed the entitlement granted by UF policy.
- I am expected to begin repayment of parental leave hours to the University one (1) year from the first date of use. Repayment of the total number of paid parental leave hours used will be completed within three (3) years from the first date of use.
- When I resign, retire, or otherwise permanently terminate employment with the University, any remaining balance of hours used for paid parental leave will be deducted from any balance of accrued sick and/or vacation leave or any other payment owed by the University. If the paid parental leave taken exceeds the available balance of unused leave at the time of separation, I must repay the cost of the difference of the hours that have not been repaid.
- In addition to the provisions governing the program for paid parental leave, an eligible employee's parental leave is also subject to the provisions of the federal Family and Medical Leave Act (FMLA) and will count against my FMLA leave entitlement of twelve workweeks during the fiscal year.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**More information about parental leave entitlement is located on the Human Resource Services web site at <http://www.hr.ufl.edu/leave/fmla.asp>**