

**University of Florida Extended Leave of Absence Policy**  
**EMPLOYEES ON 12-MONTH APPOINTMENT AND PERMANENT USPS EMPLOYEES**

Please Note: A total entitlement (not per event) of 12 workweeks in a 12-month period is provided to eligible employees by the FMLA

TYPE OF LEAVE	ENTITLED TO UP TO 12 WORKWEEKS UNDER FMLA?	UF EXTENDED LEAVE POLICY PENDING SUPERVISORY APPROVAL	ADDITIONAL BENEFIT PENDING SUPERVISORY APPROVAL	ABLE TO USE PAID LEAVE? <sup>1</sup>	LEAVE DOCUMENTATION
Parental	Yes	Up to six months <b>shall</b> be granted upon request	No	Yes. Leave-accruing employees on parental, all medical, military or foster care leave may use any type of accrued paid leave	Please use the following for parental, all medical, military and foster care: 1) Personnel Leave of Absence Form (use for all leave-related actions) 2) Certification of Health Care Provider (medical leave only) 3) Personnel Intermittent Leave Form 4) Personnel Transaction Form 5) For foster care only: Official documentation of the foster-care relationship 6) Military only: Copy of official orders
Medical-Self	Yes	Up to six months <b>may</b> be granted upon request	<b>May</b> be extended to 1 year for extenuating circumstances		
Medical-Family (Parent, Child, Spouse)	Yes	Up to six months <b>may</b> be granted upon request	<b>May</b> be extended to 1 year for extenuating circumstances		
Medical-Family (UF broader definition) <sup>2</sup>	No	Up to six months <b>may</b> be granted upon request	<b>May</b> be extended to 1 year for extenuating circumstances		
Foster Care <sup>3</sup>	Yes	Not eligible for additional leave beyond FMLA requirement	No	Note: Call Central Leave Administration for details regarding military leave	
Military	No	<b>Shall</b> be granted to leave-accruing employee upon request so long as employee is not on temporary appointment – call Central Leave Administration 392-5732 for details	N/A		
Personal	No	Not eligible for personal leave; however, leave-accruing employees may use up to 15 days of leave without pay	<b>May</b> be extended with approval of appropriate Vice President	No. May be granted as leave without pay	Please use the following personal leave: 1) Personal Leave of Absence Form

Please Note: Employees in law enforcement classes who serve 12-month probationary periods are eligible for the leave benefits described above during their initial six months of satisfactory on-the-job training.

<sup>1</sup> In order for OPS employees to be eligible for FMLA leave, they must have been employed by the university at least 12 months (these need not have been consecutive) and have worked a minimum of 1250 hours during the 12 months immediately preceding the beginning of the leave. OPS employees do not have access to paid leave and must use leave without pay in all circumstances.

<sup>2</sup> employee's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee's spouse or domestic partner, or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is the current legal guardian.

<sup>3</sup> Placement with the employee of a child for foster care

**University of Florida Extended Leave of Absence Policy**  
**TEAMS EMPLOYEES ON INITIAL APPOINTMENT, PROBATIONARY, AND ELIGIBLE OPS<sup>1</sup> EMPLOYEES**

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TYPE OF LEAVE	ENTITLED TO UP TO 12 WORKWEEKS UNDER FMLA?	UF EXTENDED LEAVE POLICY PENDING SUPERVISORY APPROVAL	ADDITIONAL BENEFIT PENDING SUPERVISORY APPROVAL	ABLE TO USE PAID LEAVE? <sup>1</sup>	LEAVE DOCUMENTATION
Parental	Yes	Up to six months <b>shall</b> be granted upon requests to employees	No	Yes. Leave-accruing employee on parental, all medical, military or foster care leave may use any type of accrued paid leave  Note: Call Central Leave Administration for details regarding military leave	Please use the following for parental, all medical, military and foster care: 7) Extended Leave of Absence Form (use for all leave-related actions) 8) Certification of Health Care Provider (medical leave only) 9) Change in Employment Status ePAF 10) Personnel Intermittent Leave Form (dept use only) 11) For foster care only: Official documentation of the foster-care relationship 12) Military only: Copy of official orders
Medical-Self	Yes	Not eligible for additional leave beyond FMLA requirement	No		
Medical-Family (Parent, Child, Spouse)	Yes	Not eligible for additional leave beyond FMLA requirement	No		
Medical-Family (UF broader definition) <sup>2</sup>	No	Up to 12 workweeks of leave <b>may</b> be granted to leave accruing employees	No		
Foster Care <sup>3</sup>	Yes	Not eligible for additional leave beyond FMLA requirement	No		
Military	No	<b>Shall</b> be granted to leave-accruing employee upon request so long as employee is not on temporary appointment – call Central Leave Administration 392-5732 for details	N/A		
Personal	No	Not eligible for personal leave; however, leave-accruing employees may use up to 15 days of leave without pay	No	N/A	N/A

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<sup>3</sup> Placement with the employee of a child for foster care