

**Request for Paid Parental Leave for  
In-unit Faculty Member**

In accordance with the Memorandum of Understanding on Paid Parental Leave, in conjunction with the BOT-UFF Collective Bargaining Agreement Memorandum of Understanding, effective July 1, 2008. I am making a written request to apply for up to 19.5 contiguous weeks, or one semester, of paid parental leave under the pilot program for faculty members who are eligible for parental leave under Section 24.8 of the BOT-UFF Collective Bargaining Agreement.

By making this request, I understand and acknowledge the following:

That by taking paid parental leave under this pilot program I must return to University employment for at least one academic year following the parental leave. Agreements to the contrary must be put in writing prior to taking the leave.

That the request for the leave should be made not less than 120 days prior to the beginning of the proposed leave for nine-month faculty, and for twelve-month faculty, six (6) months prior to the date the leave is requested, if practicable.

That prior to the start of the leave, I must come to an agreement with my supervisor about the dates and terms of the leave, and that once agreement has been reached and leave has begun, the terms of the leave cannot be changed unless a change to the agreement is approved in advance of the effective date of the change.

That for a request for an extension of a leave of one semester or more, I shall make a written request not less than sixty (60) days before the end of the leave, if practicable, except that the total parental leave period, including time spent on an approved reduced work schedule, cannot exceed six (6) calendar months.

That leave cannot be taken during periods when I would not otherwise be assigned duties or not be pay status.

That I may use sick and/or vacation leave, which I have already accrued, for any portion of the parental leave, but only if I freely choose to utilize such already accrued personal leave.

That leave cannot be taken during periods when the faculty member would not otherwise be assigned duties or not be pay status.

That when I resign, retire, or otherwise permanently terminate employment with the University, the hours used for paid parental leave, excluding any hours that were taken as accrued leave, shall be deducted from the total balance of accrued sick and/or vacation leave that I will have remaining when I separate from the University. This deduction shall be performed immediately prior to calculating any payment to be made to me for unused sick and/or vacation leave.

That in addition to the provisions governing the pilot program for paid parental leave, an eligible faculty member'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.

That in addition to the paid parental leave pilot of up to 19.5 weeks, I may take up to an additional 4.5 - 6 weeks of unpaid parental leave or use accrued leave for paid leave, so long as the total parental leave period, inclusive of benefits under the paid pilot program, UF regulation, and the FMLA, does not exceed a total of (6) six calendar months.

That under FMLA and UF leave policy, parental leave must be completed by the child's first birthday.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Immediate Supervisor): \_\_\_\_\_

**To be attached to and submitted with completed Extended Leave of Absence form.**