

Housestaff Leave Overview

College of Medicine Human Resources Team

Overview

- Policy
- Family and Medical Leave Act Overview
- Request Process for Extended Leave of Absence
- Contact Information
- Questions & Answers



LEAVE BENEFITS

UF

Time Away From Training Policy

The policy is available online:

https://gme.med.ufl.edu/wordpress/files/2021/04/GME-403-Leave-from-Training.pdf

Appendix A – Summary of Leave Allocations Per Contract Year for UF COM Housestaff

Leave Category	Туре	Allowance
Vacation	Planned	Up to 15 days
Sick	Planned or Unplanned	Up to 10 days
Parental/Medical	Planned or Unplanned	Up to 20
Professional Development	Planned	Varies by program, typically 5 days
Bereavement	Unplanned	Up to 2 days
Domestic Violence	Planned or Unplanned	Up to 3 days
Jury	Planned	As ordered
Military	Planned or Unplanned	As ordered
Extended Leave (unpaid)	Planned or Unplanned	Up to 6 months

If it is determined that training experience necessary to satisfy American Board requirements is lacking and the resident must gain such experience, the pay status of the time spent in making up training will be determined prior to commencement of the make-up activity.

LEAVE BENEFITS





WHAT IS FMLA? -

The Family and Medical Leave Act (FMLA) entitles eligible employees to take **unpaid**, **job-protected leave** for specified family and medical reasons. Eligible employees can use paid leave (if available) while out on FMLA leave.



AM I ELIGIBLE? <

To be eligible for FMLA, you must meet these requirements:

- Have at least 12 months of employment (need not be consecutive) with UF; and
- ✓ Have worked at least 1,250 hours for UF during the 12 months prior to the start of the FMLA leave; and
- ✓ Have not exhausted your current FMLA entitlement.

WHAT EVENTS QUALIFY FOR FMLA?

- Only certain conditions qualify for FMLA, some of the most common ones include:
- You have a serious health condition
- You need to care for an immediate family member (parent, spouse, or child) with a serious health condition
- You are unable to work for reasons related to pregnancy, prenatal medical care, or childbirth
- You are a new parent (this includes mothers, fathers, same-sex spouses) and you are taking leave to bond with your newborn, newly adopted child, or newly placed foster child

LEAVE BENEFITS

Request Process for Extended Leave of Absence

Employee requests leave from the Program Director

- The Program Coordinator/Employee should email COM-HR notifying them of the approved leave request. Be sure to include the employee's name, UFID, paid dates of leave, unpaid dates of leave.
- The department is responsible for tracking all leave dates for the employee.

If leave is approved, employee completes the UFHR FMLA Preliminary Request form (no earlier than 30 days prior to first date of absence)

- Employee should contact COM-HR with any questions regarding their benefits and insurance premiums while on leave.
- COM-HR Talent Management & Benefits Specialists can also assist the employee with filing a short-term disability insurance claim, if applicable.
- UFHR will contact the employee for additional documentation.

Extended Leave of Absence form and work with the employee to complete it

UFHR will draft the

- If a medical certification is required, the employee/their physician will return the completed medical certification to UFHR Benefits directly.
- The pre-populated ELOA will need to be signed by the employee and the Program Director.
- The completed ELOA should be emailed to UFHR Benefits and cc: Sally Harvin and COM-HR.

 Employee should log duty hours in New Innovation.

Employee goes on

Extended Leave Of

Absence

- The department payroll processor should be manually entering hours in MyUFL/PeopleSoft Time and Labor.
- The employee should contact COM-HR Talent Management & Benefits Specialists for assistance with the Qualifying Status Change, if applicable.

Employee returns from Extended Leave Of Absence

 When the employee returns from leave, the Program Coordinator should email Sally Harvin.
Sally will update the ELOA and email it to UFHR Benefits for processing the Return to Work.

Contact Information





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