

Placing an Employee on Leave of Absence

An absence from work becomes an extended leave of absence when it lasts for longer than 15 consecutive workdays.

There are different types of **extended leaves of absence (Paid LOA)**, such as medical, parental, and military. When an employee goes on one of these types of leave, he/she can use accrued leave in any amount, from the minimum needed to cover insurance benefit premiums, up to the maximum amount needed for full pay status. The University will pay the employer's portion of health insurance premiums for these types of leave. The employee will be responsible for the employee's portion of the premium payment.

If an employee going on one of these types of leave does not have enough leave accrued to remain in full pay status, the employee should be instructed to contact Central Leave by emailing central-leave@ufl.edu or calling (352) 273-2840 to discuss premium payments while on leave of absence.

An employee may also request to go on **personal leave of absence (LOA)**, which is complete leave without pay. The employee does not have access to using accrued leave, and must make direct payment to University Benefits for both employer and employee portion of benefit premiums while on personal leave.

Use this instruction guide to

- ✓ Enter time using the correct time reporting codes (TRCs) for a paid leave of absence
- ✓ Place an employee on appropriate leave of absence using Change Employment Status ePAF
- ✓ Return the employee from leave using Change Employment Status ePAF

Do not use this instruction guide for

- X Retirement or termination (see the **Terminating an Employee** instruction guide)

Security Roles

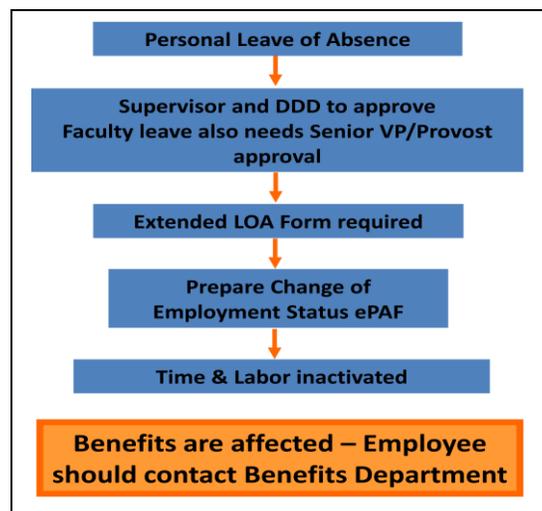
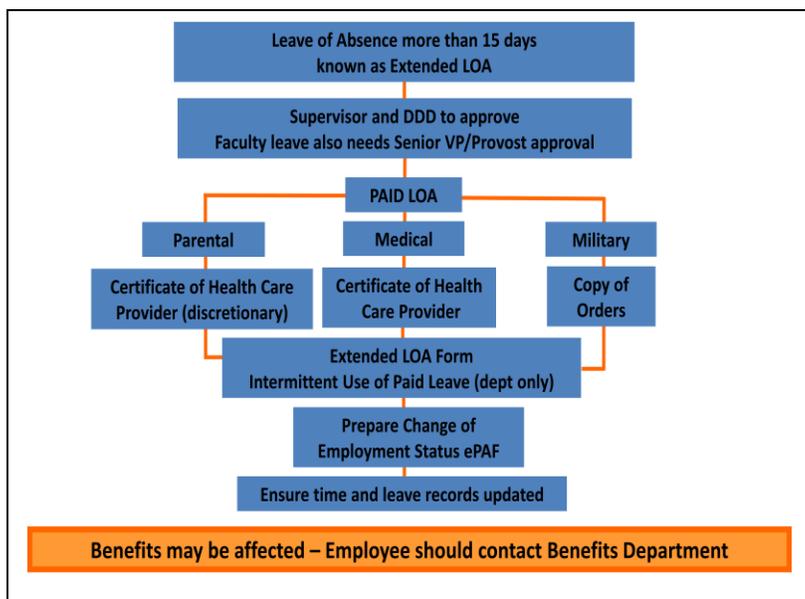
You will need one of the following security roles to perform the actions described in this guide:

- ✓ The Originator security role
UF_EPAF_Department Admin
UF_HR View/Inquiry
- or
- ✓ The Level 1 Approver security role
UF_EPAF_Level 1 Approver
UF_HR View/Inquiry

You must attend the PST920 Managing ePAFs class before you can receive security to become an Originator, and Level 1 Approvers are strongly encouraged to attend as well. Your training record will be updated within three business days, after which you must ask your Department Security Administrator (DSA) to request the role for you in myUFL.

Before You Begin

- ▶ Determine what type of leave the employee will be taking, the beginning and end dates of the leave, and whether or not the employee is to be paid while on leave
- ▶ Obtain a completed Extended Leave of Absence Form along with appropriate documentation and/or certification to support the leave (*see diagrams and explanatory notes below*)



▶ Leave Administration documentation requirements:

- Please note that parental leave does not require supporting medical documentation, while medical leave of absence does
- Leave Administration requires the appropriate documentation to be submitted to that office before corresponding ePAFs can be approved.
- Extended Leaves of Absence forms with relevant signatures are required for all types of leave
- Medical leaves of absence must be supported by medical documentation; the forms used by UF are available at <http://www.hr.ufl.edu/forms/default.asp#c>
 - Certification of Health Care Provider for Employee's Serious Health Condition (FMLA)
 - Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA)
 - Certification of Qualifying Exigency for Military Family Leave (FMLA)
 - Certification for Serious injury or Illness of Covered Service Member (FMLA)
- Military leaves of absence must be accompanied by copies of the orders placing the employee on active duty
- Parental and personal leaves of absence generally require no supporting documentation

Note: While ePAFs are submitted to start and return an employee from leave, an extension of that leave requires an additional Extended Leave of Absence form (although an ePAF is not required until the employee returns from leave)

- ▶ Are you placing an employee on leave or returning them from leave?
- ▶ **Placing on leave:** Follow the steps for **Placing an Employee on Leave**
- ▶ **Returning from leave:** Follow the steps for **Returning an Employee from Leave**

Placing an Employee on Leave

- ▶ If the employee is taking leave such as medical leave, military service leave or parental leave, use the Timesheet page to enter the appropriate time reporting code and hours including leave without pay. Ensure hours entered each week match the employee's FTE. The department leave administrator may use the form Intermittent Leave Application, found on the Human Resources website at <http://www.hr.ufl.edu/forms/default.asp#i> as an aid in this process
- ▶ If the employee is taking personal leave, which is unpaid leave, please delete any time entered for the day or days after the effective date of the leave. See instructions below

Navigation:

1. Log into myUFL (<http://my.ufl.edu>) using your GatorLink account and navigate to **NavBar > Main Menu > Human Resources > Manager Self Service > Time Management > Report Time > Timesheet**
2. Enter desired search values into the search fields
3. Click the **Get Employees** button
4. Select the correct employee
5. Is the employee on paid leave of absence?
 - Yes: Go to Step A for reporting payable time (for medical, parental or military regardless of pay status)
 - No: Go to Step B for removing payable time (for personal leave of absence)

Step A

To report payable time, on the **Elapsed Timesheet** page,

1. Select the correct date in the **Date** field and click the **Refresh Timesheet** button
2. Enter the hours for each week the employee will be on leave
3. Select the appropriate **Time Reporting Code** from the dropdown field
4. Click **Submit**

Step B

To remove time/leave, at the **Elapsed Timesheet** page,

- **For non-exempt employees:**
 1. Make sure that the employee hasn't entered time or projected hours for time after his or her leave begins
 2. Click **Elapsed Timesheet** link or view the Time Reporting Code and Quantity columns.
 3. Make sure the employee hasn't entered any leave after his or her personal leave of absence begins
- **For exempt employees:**
 1. Using the first day of personal leave, change **Time Reporting Code** to NOPAY (No Pay Status)
 2. Click **Submit**

*View By:	Week	Reported Hours:	0.00	Previous Week	Next Week					
*Date:	06/29/2012  	Scheduled Hours:	40.00	Previous Employee	Next Employee					
From Friday 06/29/2012 to Thursday 07/05/2012										
Fri 6/29	Sat 6/30	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Total Hours	Time Reporting Code		
8			8	8	8	8		No Pay Status - NOPAY	+	-
									+	-
									+	-
<input type="button" value="Submit"/>						<input type="button" value="Apply Schedule"/>				

Note: If the leave begins in the first week of a pay period, use the above process for the following week as well

Note: For the next pay period verify that the Time Reporter Status is **Inactive**. Do this through Workforce Administration > Job Information > Job Data. At Work Location tab click Employment Data (at bottom of screen). On Employment Information click Time Reporter Data. At Time & Labor Data screen view Time Reporter Status (see screen below)

Time and Labor Data

Xena Exempt

Empl ID: 59000176

Empl Record: 0

The screenshot shows the 'Time Reporter Data' screen for employee Xena Exempt. The 'Status' field is highlighted with a red box and shows 'Inactive'. Other fields include Effective Date (02/15/2010), Time Reporter Type (Elapsed Time Reporter), Elapsed Time Template (ELAPSED), Punch Time Template, Time Period ID (UFWEEK), Workgroup (TME), Taskgroup (UF_NO_TSKG), and Task Profile ID (UF_NO_TASK). On the right, there are sections for 'Payroll' (Send Time to Payroll) and 'Commitment Accounting' (For Taskgroup, For Department).

6. Complete ePAF as below

Change Employment Status ePAF Form

1. Log into myUFL (<http://my.ufl.edu>) using your GatorLink account
2. Navigate to **UF Departmental Administration > ePAF Home Page** on the menu
3. On the Electronic Personnel Action Form (ePAF) Home Page, click the **Start a New ePAF** link
4. Click the **Change Employment Status** link to start the process
5. Search for the employee by entering the name in the **Last Name** field, or UFID in the **EmplID** field
6. Click on the **Search** button
7. This will take you to the **Change Employment Status** form
8. Check the **Personal Info** section at the top
9. Make sure all the information displayed is correct and that you have selected the right employee
10. If you do not see anything displayed, click on the **small triangle** next to the words Personal Info in the blue stripe at the top to display that section

In the **Form Data** section:

11. Enter the start date of the leave in the **Effective Date** field
12. In the **Action dropdown**, click on the magnifying glass to view a list of Actions
13. Select the appropriate action. For a personal leave of absence (rare), select **LOA**. For all other leaves of absence, select **Paid LOA (PLA)**
14. In the **Reasons dropdown**, use the magnifying glass to select the appropriate reason
Note that the reasons listed depend on the selection in the Action dropdown
15. Enter details in the **Comments** field – do not disclose any medical information

16. Make a note of the **eForm ID** number. This will make it easier to find later if needed.
17. Click the **Submit** button
18. At the confirmation page, click on the **Yes** button to confirm and send form to approvers

Returning the Employee from Leave

1. Log into myUFL (<http://my.ufl.edu>) using your GatorLink account
2. Navigate to **UF Departmental Administration > ePAF Home Page** on the menu
3. On the Electronic Personnel Action Form (ePAF) Home Page, click the **Start a New ePAF** link
4. Click the **Change Employment Status** link to start the process
5. Search for the employee by entering the name in the **Last Name** field, or **UFID** in the EmplID field
6. Click on the **Search** button

This will take you to the **Change Employment Status** form.

7. Check the **Personal Info** section at the top
8. Make sure all the information displayed is correct and that you have selected the right employee.
9. If you do not see anything displayed, click on the **small triangle** next to the words Personal Info in the blue stripe at the top to display that section
10. In the **Form Data** section, enter the date when an employee officially returns from leave in the **Effective Date** field
11. In the **Action dropdown**, click on the magnifying glass to view a list of Actions
12. Select **Return LOA** to return employee from leave
13. For the **Reasons dropdown**, use the magnifying glass to select the appropriate reason
14. Enter details in the **Comments** field – this is important. Please be thorough
15. Make a note of the **eForm ID** number. This will make it easier to find later if needed
16. Click on the **Submit** button
17. At the confirmation page, click on the **Yes** button to confirm and send form to approvers

Additional Help

Payroll and Tax Services (352) 392-1231
timelaborhelp@admin.ufl.edu
<http://www.fa.ufl.edu/departments/payroll-tax-services/>

Central Leave: (352) 273-2840
central-leave@ufl.edu
<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#)