

Personal Leave Days 2020

2020 Holiday Season

Official Holidays or Closings

December 24, 2020 (Homecoming observed)

December 25, 2020

December 26, 2020 – December 31, 2020

January 1, 2021

Holiday Closing Period

The UF holiday closing period occurs this year during the period of December 26 - December 31. UF will close as many departments and units as possible. UF vice presidents, working with their deans, directors, and department chairs, will determine which employees should be deemed 'essential' and required to work during this period.

All **TEAMS (Exempt and Non-Exempt)** and **12-month Faculty** employees will receive four personal leave days to be used during the period of December 26 - December 31 when the University closes for the holidays.

- If designated '**essential**', and required to work during the closing period, employees may use their personal leave days at another time between December 1, 2020 – June 30, 2021.
- Non-essential employees must use the time during the closing period.

If **USPS** employees are designated as non-essential and their departments are closed during the holiday closing period, they must use accrued personal leave on December 26-31. If they do not have enough vacation or compensatory leave to be fully paid, they may request from their department the advancement of enough vacation leave to cover them for the holiday closing period.

This guide provides specific instructions for entering personal leave days in myUFL and any adjustments required for 'essential' personnel.

Entering Time in myUFL

12-Month Faculty and TEAMS Exempt Employees

Personal leave days for active, eligible faculty (12-month appointments) and exempt TEAMS employees will be auto-populated by December 11th and are automatically approved (unless the employee needs to record "exception time" such as sick or vacation leave in the same week there is a holiday and December Personal Leave). If recording "exception time" during the same week, the employee will also need to record the holiday and December Personal Leave. No action will be required by supervisors, consistent with the way in which official holidays are handled for exempt employees. If designated as 'essential', these employees should adjust their Elapsed Timesheet accordingly (i.e., reduce the number of leave hours and enter the hours worked).

Employees Designated as 'Essential'

To avoid overpayments resulting from the auto-population of personal leave days in the system, employees designated as 'essential' must enter any hours to be worked during the period of December 26 – December 31, along with the official holidays (Christmas and New Year's), between December 11 – December 17.

Non-exempt TEAMS (Hourly) Employees

Personal leave days for non-exempt TEAMS employees must be entered in Elapsed Timesheet just like holidays are entered. Christmas and New Year's holidays must also be entered in Elapsed Timesheet.

All holidays and personal leave days will require approval in myUFL. Employees should use time reporting code **DPL-270 December Personal Leave** when entering December personal leave days. (SEE SCREENS BELOW)

USPS Employees

All holidays should be entered and approved for USPS non-exempt employees. (SEE SCREENS BELOW)

Timesheet Screen

Personal leave days are provided to cover an employee's normal work schedule, not to exceed a total number of hours based on FTE—that is, full-time employees only have access to 32 personal leave day hours; half-time employees only have access to 16, etc. Non-exempt employees who work non-standard work schedules (for example, four 10-hour days), or any eligible employee who is designated as 'essential' and, as a result, must work during the designated holiday closing period, must adjust the applied personal leave days in the Elapsed Timesheet screen.

Special Note: If a non-exempt employee is designated as 'essential' for part of a day, the time worked should be entered via Timesheet or Web Clock, and the remaining time off (number of hours) on that day should be designated as personal leave day hours. For exempt, the Elapsed Timesheet screen should reflect the partial personal leave day used.

Navigation

1. Log in to the myUFL portal, using your GatorLink username and password (<http://my.ufl.edu>)
2. Navigate to **My Self Service > Time Reporting > Report Time > Timesheet**

Procedure

3. Ensure the screen displays the correct week (if not, choose the correct date from the Date field and click **Refresh Timesheet** or use the **Previous Week** or **Next Week** links)
4. Enter the **hours in elapsed timesheet** as shown below for Workweeks 1 and 2
5. Click **Submit**

Workweek 1: EXEMPT AND NON-EXEMPT TEAMS EMPLOYEES

a. Example 1:

From Friday 12/18/2020 to Thursday 12/24/2020 ?								Total	Time Reporting Code		
Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24					
						8		Holiday - HOL	+	-	
8			8	8	8			TEAMS - TNE	+	-	

b. Example 2:

From Friday 12/18/2020 to Thursday 12/24/2020 ?								Total	Time Reporting Code		
Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24					
						8		Holiday - HOL	+	-	
				8	8			185 - Vacation Used - VAC	+	-	
8			8					TEAMS - TNE	+	-	

Workweek 2: EXEMPT AND NON-EXEMPT TEAMS EMPLOYEES

From Friday 12/25/2020 to Thursday 12/31/2020 ?								Total	Time Reporting Code		
Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31					
8								Holiday - HOL	+	-	
			8	8	8	8		270 - December Personal Leave - DPL	+	-	

Workweek 3: EXEMPT AND NON-EXEMPT TEAMS EMPLOYEES

From Friday 1/1/2020 to Thursday 1/7/2020 ?								Total	Time Reporting Code		
Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7					
8								Holiday - HOL	+	-	
			8	8	8	8		TEAMS - TNE	+	-	

Workweek 1: USPS EMPLOYEES

From Friday 12/18/2020 to Thursday 12/24/2020 ?								Total	Time Reporting Code		
Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24					
						8		Holiday - HOL	+	-	
8			8	8	8			USPS - USH	+	-	

Workweek 2: USPS EMPLOYEES

From Friday 12/25/2020 to Thursday 12/31/2020 ?								Total	Time Reporting Code		
Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31					
8								Holiday - HOL	+	-	
			8	8	8	8		185 - Vacation Used - VAC	+	-	

Workweek 3: USPS EMPLOYEES

From Friday 1/1/2020 to Thursday 1/7/2020 ?								Total	Time Reporting Code		
Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7					
8								Holiday - HOL	+	-	
			8	8	8	8		USPS - USH	+	-	

To prevent under- or overpayment, non-exempt employees should adjust their Timesheet screens, if needed, to correspond correctly with their typical work schedule. Personal leave days are provided to cover an employee's normal work schedule, not to exceed a total number of hours based on FTE.

Additional Help:

Payroll Services: 352-392-1231 payroll-services@ufl.edu
<http://www.fa.ufl.edu/departments/payroll-services/contacts/>

Leave Administration: 352-392-2477 central-leave@ufl.edu
<https://benefits.hr.ufl.edu/time-away/>

Further resources: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>