IFAS Shared Service Centers (SSC)

Extended Leave of Absence –
Family Medical Leave Act (FMLA)

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center (McCarty or Fifield). Each email should have a subject line containing HR OTHER. (Example: Subject: HR Other – FMLA for Smith).

Step 1: Unit receives documents for Extended Leave FMLA

- The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave.
- Please refer to the UF’s Extended Leave of Absence Policy Guide. Have your eligible employee review the FMLA website to become familiar with FMLA as well as the Paid Parental Leave Information and Procedure Guide.
- Employee should have his/her Health Care Provider complete the form relevant to the type of leave (Self, Family Member, or Military):
  - Self – Certification of Health Care Provider for Employee's Serious Health Condition
  - Family member – Certification of Health Care Provider for Family Member's Serious Health Condition
  - Military – Certification of Qualifying Exigency for Military Family Leave.
- Together with
  - Certification for Serious Injury of Illness of Covered Service member
  - Extended Leave of Absence Form
  - FMLA Designation notice

Step 2: Unit prepares documents to be sent to the SSC

- Scan all required forms and appropriate documentation as .pdf files.
- Prepare an email to be sent to the appropriate IFAS SSC (McCarty or Fifield); remember to include subject line as indicated above.
- Be sure image(s) is/are legible and attach to email.

Step 2: SSC receives and processes the FMLA

- SSC reviews all documents.
- SSC processes the request in PeopleSoft.
- When the request has been approved at all UF levels, the SSC will notify the unit contact person.
Understanding Leave Terms:

- **Continuous Leave** – Complete absence from work.
- **Reduced Work Schedule** – Less than a full regular work schedule due to medically documented necessity or parental leave per agreement of department/employee.
- **Sporadic absences** – the employee will be out from time to time for an FMLA condition or event, but absences cannot necessarily be predicted in advance.
- **Intermittent leave** – leave balances will be used, but the employee will be paid less than his/her full pay (FTE).

For assistance with this process or anything else, please contact your Shared Service Center:

**McCarty**
- Phone: 352-294-3199
- Email: mccarty-ssc@ufl.edu

**Fifield**
- Phone: 352-273-4583
- Email: fifield-ssc@ufl.edu