

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