

# IFAS Shared Service Centers (SSC)

## Paid Parental Leave – Family Medical Leave Act (FMLA)

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To standardize processes for all departments, please email all documents to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [HR OTHER](#). (Example: **Subject: HR Other – Paid Parental Leave for Smith**)

### **Step 1: Unit receives documents for FMLA**

- Faculty (non-UFF), TEAMS and USPS employees in leave-accruing positions may request up to 6 weeks of advanced sick or vacation leave for the birth or adoption of a child or the initial placement of a child in the foster care of the employee. FMLA can be a very sensitive and private circumstance. The SSC is always available to help sort through this process. Feel free to meet with us in person.
- 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.
- Paid parental leave is also subject to the provisions of the Federal Family and Medical Leave Act (FMLA) and will count against the FMLA leave entitlement of twelve (12) workweeks during the UF fiscal year. The employee will be required to repay the leave hours advanced within a three (3) year period from the first date the leave is used.

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

- Employee should complete all necessary forms and obtain appropriate signatures before submitting to the SSC staff.
- Please have employee review the [Information and Procedure Guide](#).
- Necessary Forms:
  - [Request for UF Paid Parental Leave](#)
  - [2012-2013 Intermittent Leave Application](#) – Department should retain a copy for recording leave.
  - [Extended Leave of Absence Form](#)
  - [FMLA Designation notice](#)
  - 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](#).
- 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 3: SSC receives and processes the UF Paid Parental Leave (FMLA)**

- SSC reviews all documents.
- SSC processes the request in PeopleSoft. If sporadic absence is at least once a pay period, then a reduced work schedule is entered into ePAF.
- 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](mailto:mccarty-ssc@ufl.edu)

#### **Fifield**

**Phone:** 352-273-4583

**Email:** [fifield-ssc@ufl.edu](mailto:fifield-ssc@ufl.edu)