

## **UF Paid Parental Leave Information and Procedure**

### **Information**

**University of Florida Regulations, UF-1.201, Leaves, Section 13-Parental Leave, approved by the Board of Trustees on 12/10/2010.**

### **What is Paid Parental Leave?**

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.

### **Who is Eligible?**

Leave-accruing Faculty (non-UFF), TEAMS, and USPS employees, including employees who are a domestic partner to an expected biological or adoptive parent.

If both parents are UF employees, both are eligible for the paid parental leave.

### **Exclusions**

OPS employees, including Post-Doctoral Associates, are not eligible for parental leave beyond their FMLA entitlement and are not eligible for paid parental leave.

### **Paid Parental Leave as Part of UF Parental Leave Policy and FMLA**

The 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.

Under FMLA and UF leave policy, the total parental leave entitlement is six (6) calendar months (the first 12 workweeks are FMLA-qualifying) beginning with the first date of absence. The six month parental leave period may begin two (2) weeks prior to the expected date of the child's arrival. Entitlement ends with the child's first birthday. Prior to the start of the leave, the employee and the supervisor must discuss the dates and terms of the leave. With departmental approval, the employee may work a reduced work schedule, as long as the dates are within the six calendar months from the first date of absence.

If being used for foster care, the paid parental leave must be used within the FMLA entitlement period of twelve (12) workweeks.

In addition to the paid parental leave of up to 6 weeks, the employee may also use unpaid leave, personal accrued leave, or a combination of paid or unpaid leave, so long as the total parental leave period, including the paid parental leave program, UF regulation, and the FMLA, does not exceed the six calendar months.

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. It is expected that the repayment should begin no later than one (1) year from the first date that paid parental leave is used.

Once an employee begins repayment of leave hours, those hours cannot be retracted.

Upon separation of employment with the university, the hours used for paid parental leave, excluding any hours that were taken as accrued personal leave, will be deducted from the total balance of accrued sick and/or vacation leave or other payment owed by the University, prior to any payment being made. If the paid parental leave taken exceeds the available balance of unused leave at the time of separation, the employee will be required to repay the cost of the difference of the hours that have not been repaid.

If both parents are employed at UF in leave-accruing positions, the other parent may repay the paid parental leave debt, as long as only one parent received advanced leave.

## Procedure to Begin Paid Parental Leave

### Employee – Faculty (non UFF), TEAMS & USPS

The employee and his/her supervisor should review this *Information and Procedure* document, then complete and sign the *Request for Paid Parental Leave* form and provide a copy of the form to the department payroll processor.

### Department payroll processor

Step 1 – Working with the supervisor and employee, the department payroll processor completes the following forms and provides the employee with a copy of all completed and signed forms:

- *Extended Leave of Absence* (LOA) form - to cover the entire period the employee will be on parental leave—the paid parental leave, as well as any additional time for parental leave under UF policy. The *Extended Leave of Absence* form must be signed by the employee's immediate supervisor, DDD, and the provost or senior vice president of the employee's budgetary unit (for faculty only), and submitted via ePAF to Leave Administration.
- *Rights and Responsibilities for Taking FMLA Leave*
- *Designation Notice*
- *Intermittent Leave Application*

NOTE: These forms can be found on the UFHR Forms List or <https://hr.ufl.edu/forms-policies/forms-managers/>.

Step 2 - An ePAF must be submitted placing the employee on Paid Leave of Absence - Parental Leave. The start date on the ePAF should reflect the actual start date of the leave. These forms should be faxed to the scanned file when the ePAF is submitted:

- *Request for Paid Parental Leave*
- *Extended Leave of Absence*
- *Rights and Responsibilities for Taking FMLA Leave*
- *Designation Notice*

**IMPORTANT – in the ePAF comment section, include a statement that the employee will be using paid parental leave.**

### Leave Administration

- Reviews and approves the ePAF when all forms are included and are correct
- Enters the employee in two leave plans, 5L-Paid Parental Leave Awarded, and 5M-Paid Parental Leave Debt
- Adds the information to a balance adjustment spreadsheet and forwards to Payroll and Tax Services for entry on the payline

### Employee or Department payroll processor

Once the hours appear in the employee's balance of Paid Parental Leave Awarded, the time reporting code for Paid Parental Leave may be entered in myUFL in elapsed time. The time reporting codes are as follows:

FLL FMLA Parental Leave Used  
FL8 FMLA Parental Leave Used NRA18-Teach  
PPL Paid Parental Leave  
PP8 Paid Parental Leave Used NRA18-Teach

As the employee uses the parental leave hours, the balance in "Paid Parental Leave Awarded" will decrease, and the hours in "Paid Parental Leave Debt" will increase as a negative balance. This information appears on the employee's paycheck in leave balances.

## **Procedure to Return from Paid Parental Leave and Begin Repayment**

### **Step 1 - Department payroll processor**

Upon return from parental leave, the payroll processor will submit a return from leave ePAF, **using the comment section to state that the employee used paid parental leave.**

### **Step 2 - Leave Administration**

Upon receipt of the return from leave of absence ePAF, Leave Administration will send a notification to the employee regarding repayment. This notification will be sent to the employee at the one year anniversary of the first date of paid parental leave usage, unless the employee notifies the department that they choose to begin repayment earlier.

### **Step 3 - Employee – Faculty (non UFF), TEAMS & USPS**

Once the employee receives the notification from Leave Administration, the employee must contact their payroll processor to inform them when they wish to begin repayment of leave, and the number of sick and/or vacation hours to be deducted from his or her current balances. This is expected to begin one year after the first day paid parental leave was used and repaid on a quarterly basis.

### **Step 4 - Department payroll processor**

Upon receipt of the written request from the employee to repay hours, the payroll processor will complete a *Balance Adjustment* form to reduce the number of sick and/or vacation hours and add the hours to the Paid Parental Leave Debt Repayment section.

The completed, signed form is forwarded to Leave Administration. The *Balance Adjustment* form may be found in the HR Forms section.

If one parent is repaying Paid Parental Leave Debt for the other parent, the department of the repaying parent completes a balance adjustment form to deduct sick and/or vacation hours from the employee, and the department of the parent who received advanced leave completes a balance adjustment form to add the total hours being repaid to the Paid Parental Leave Debt Repayment section. Both forms are forwarded to Leave Administration.

### **Step 5 - Leave Administration**

Leave Administration will add the information to a balance adjustment spreadsheet and forward to Payroll and Tax Services for entry on the payroll.

## **Procedure for Termination of Employment with a Paid Parental Leave Debt**

### **Step 1 - Department payroll processor**

Upon notification of termination of employment, the payroll processor notifies Leave Administration that the employee is terminating with a paid parental leave debt.

If the paid parental leave debt is less than the employee's final balances of unused sick and/or vacation leave, the processor submits a balance adjustment to decrease the balances of unused sick and/or vacation leave and apply toward the paid parental leave debt. The remaining balances are cashed out in accordance with UF Regulations.

If the paid parental leave debt is greater than the employee's final balances of unused sick and/or vacation leave, the balance adjustment form is forwarded to Leave Administration to apply the remaining balances of sick and/or vacation leave toward the paid parental leave debt.

### **Step 2 - Leave Administration**

Leave Administration will add the information to a balance adjustment spreadsheet and forward to Payroll and Tax Services for entry on the payroll, calculate any remaining debt owed, and send a notification letter to the employee regarding repayment of the remaining debt.