

Send completed form to UF Benefits via scan/e-mail to [central-leave@ufl.edu](mailto:central-leave@ufl.edu) or fax number (352) 392-5166

Check one:      \_\_\_\_\_Faculty                  \_\_\_\_\_TEAMS                  \_\_\_\_\_USPS

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ College/Division: \_\_\_\_\_  
 Employee UFID: \_\_\_\_\_ Department ID: \_\_\_\_\_  
 Empl Rec #: \_\_\_\_\_ Pay Group: \_\_\_\_\_

**LEAVE BALANCE ADJUSTMENTS (INCLUDE PAY PERIOD DATES, IF APPLICABLE):**

**Reason for Adjustment:**

**Adjustment Hours:**

**Cash Out of Regular Compensatory Leave:**

- \_\_\_\_\_ Vacation Leave
- \_\_\_\_\_ Sick Leave
- \_\_\_\_\_ Paid Time Off - PTO
- \_\_\_\_\_ Personal Leave Days (TEAMS/Academic Personnel)
- \_\_\_\_\_ Personal Holiday (USPS)
- \_\_\_\_\_ Overtime Compensatory Leave
- \_\_\_\_\_ Regular Compensatory Leave
- \_\_\_\_\_ Special Compensatory Leave
- \_\_\_\_\_ Paid Parental Leave Repayment

\_\_\_\_\_ Number of Hours

**APPROVED BY:**

\_\_\_\_\_  
Dean, Director, Chairperson, or Designee Signature

\_\_\_\_\_  
Vice President Signature \*

\_\_\_\_\_  
Dean, Director, Chairperson, or Designee Title (typed)

\* Required for payment of regular compensatory leave

Please note: A "designee" must have been designated in writing to Leave Administration by the dean, director, or chairperson.

Contact person's name: \_\_\_\_\_ Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW**

<b>Approved by UFHR Benefits Central Leave Administration</b>		
Name:	Signature:	Date:
Verified by:	Date:	

## **Purpose**

This form is used to request an adjustment of an employee's leave balance(s). The most common reasons to use this form are noted below.

## **Reasons for leave balance adjustments**

- To provide an employee with leave balances that have transferred from a state agency or Santa Fe College, as appropriate.
- To provide an employee who has been rehired by UF within 180 days with his/her prior sick leave balance, provided the employee did not receive a settlement (cash-out) for such balance. If the employee did receive a settlement, the employee may repay the settlement(s) and have the appropriate leave restored through use of this form and in accordance with university policy.
- To decrease a manually accrued leave balance (special, regular, or overtime compensatory leave). If a manually accrued leave balance needs to be increased, an adjustment should be made by the departmental timekeeper through the on-line payroll certification process.
- To repay hours used for UF Paid Parental Leave.

## **Instructions**

1. Complete this form.
2. Have the form signed by your dean, director, chairperson, or designee.
3. Send completed form to UFHR Benefits via scan/e-mail to [central-leave@ufl.edu](mailto:central-leave@ufl.edu) or fax number (352) 392-5166.

Questions may be directed to UFHR Benefits at (352) 392-2477.