

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

Check one: ☐ Faculty ☐ TEAMS ☐ USPS

EMPLOYEE INFORMATION

Name: _____ College/Division: _____
emplID: _____ 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 ☐ Number of Hours
☐ Sick Leave
☐ Personal Leave Days (TEAMS/Academic Personnel)
☐ Personal Holiday (USPS)
☐ Overtime Compensatory Leave
☐ Regular Compensatory Leave
☐ Special Compensatory Leave
☐ Paid Parental Leave Repayment

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**Approved by Leave Administration**

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 UF Benefits via scan/e-mail to central-leave@ufl.edu or fax number 352-392-5166

Questions may be directed to UF Benefits at 352-273-2840.