



HR Forum

July 20, 2020



Today's Agenda Items

- UF Leave Program Updates – Shannon Edwards
- Immigration Webinar – John Sun
- Hiring Pause Updates – Audrey Gainey
- Important Dates

UF LEAVE PROGRAM

Add | Convert | Create | Continue

Modernizing leave to provide employees with flexibility in the way they use leave as well as give employees valuable time with their families.

January 1, 2021

Add | Convert | Create | Continue

- **Add** Paid Family Leave
- **Convert** to Paid Time Off
- **Create** a personal Medical Leave Account for each employee
- **Continue:**
 - ✓ Ten (10) Paid Holidays
 - ✓ Administrative Leaves (Bereavement, Jury Duty, etc.)
 - ✓ December Leave Cashout (TEAMS)
 - ✓ December Personal Leave (Eligible Faculty & TEAMS)
 - ✓ One (1) Paid “Personal Holiday” (USPS)

ADD PAID FAMILY LEAVE

Provides up to eight (8) weeks of paid family leave in a rolling 24-month period for full-time faculty and staff, as a mechanism to provide for work-life integration and protection against income loss in times of major life events.

These eight (8) weeks count towards your FMLA entitlement. Employees can use this time in one of two ways:

- ▶ **Parental:** to cover absences related to parental leave (birth, adoption, fostering)
- ▶ **Medical:** a personal illness/injury, or an immediate family member's illness/injury

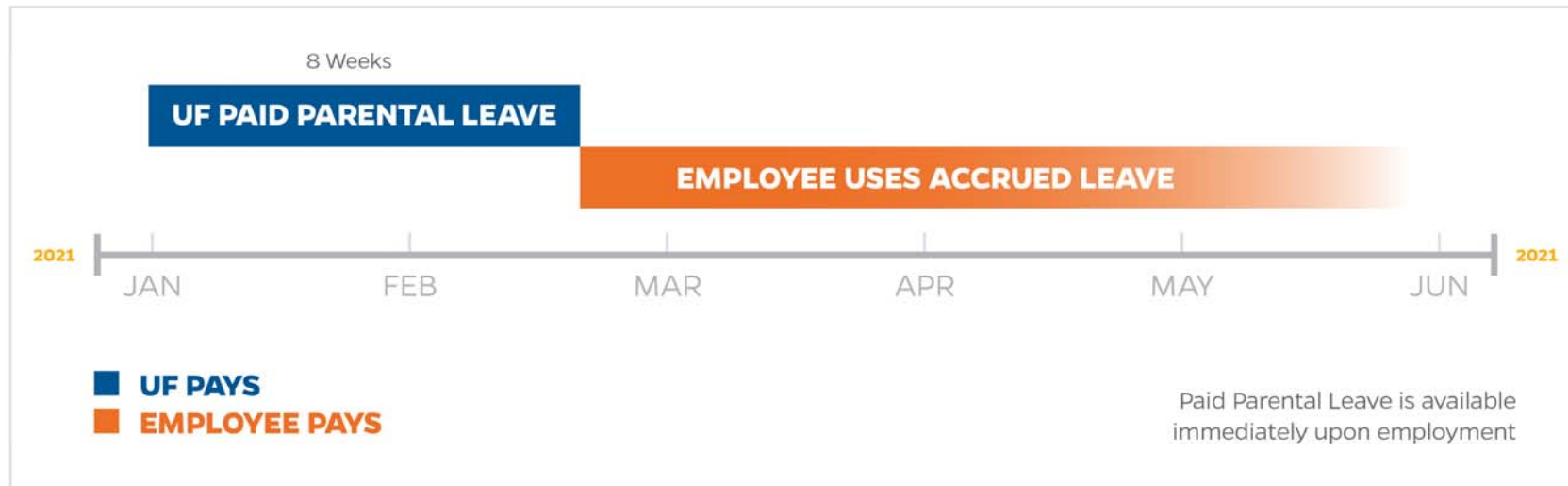
Employees are not required to exhaust their accrued leave in order to use this benefit.

ADD PAID FAMILY LEAVE



Parental:

Parental Leave is available to all faculty and staff upon beginning work with the University of Florida. A maximum of eight (8) weeks of parental leave is available to both parents or legal guardians in cases of birth, adoption, or placement for fostering. This leave must be taken within twelve (12) months of the birth or placement of a child and may be used intermittently.



Paid Family Leave (either parental or medical) may be used once every 24 months.

ADD PAID FAMILY LEAVE



Medical:

Medical Leave is available to all faculty and staff after twelve (12) months of continuous service with the University of Florida. In order to qualify for medical leave, an employee must provide certification from a medical provider for an FMLA qualifying event. Prior to accessing medical leave, employees must first use 10 days (80 hours) of PTO. Once eighty (80) hours of PTO has been used, a maximum of eight (8) weeks of paid medical leave will become available to the employee, to be used in one-week increments.



Paid Family Leave (either parental or medical) may be used once every 24 months.

CONVERT TO PAID TIME OFF (PTO)

All accrued leave converts—no loss of existing accrued leave

12-Month Faculty and Staff accrue 10 hours PTO Bi-weekly.

9-Month Faculty/PK Yonge accrue 4 hours PTO Bi-weekly.

- All accrued vacation shifts to PTO
- 80 hours of accrued sick leave shifts to PTO
- 480-hour cap on PTO
- Bi-weekly, any PTO over 480 moves into the personal medical leave account

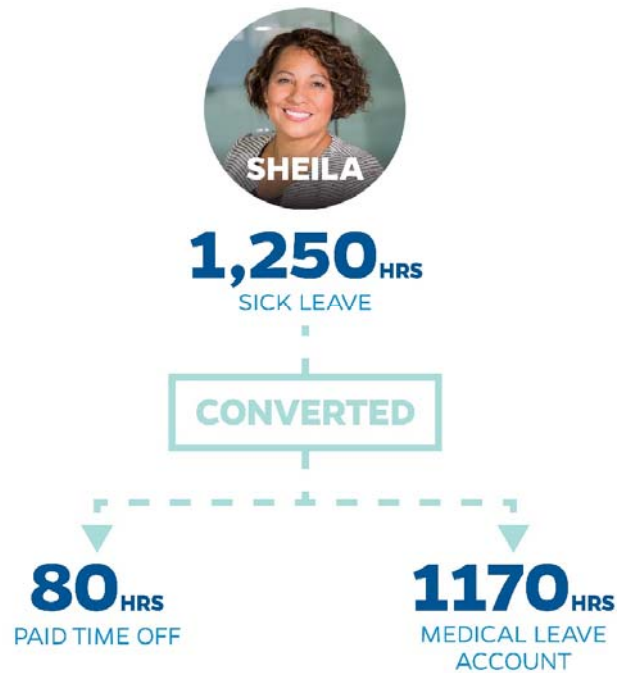
Note: Employees who work less than full-time will accrue a pro-rated amount of PTO based on hours worked.

CREATE MEDICAL LEAVE ACCOUNT

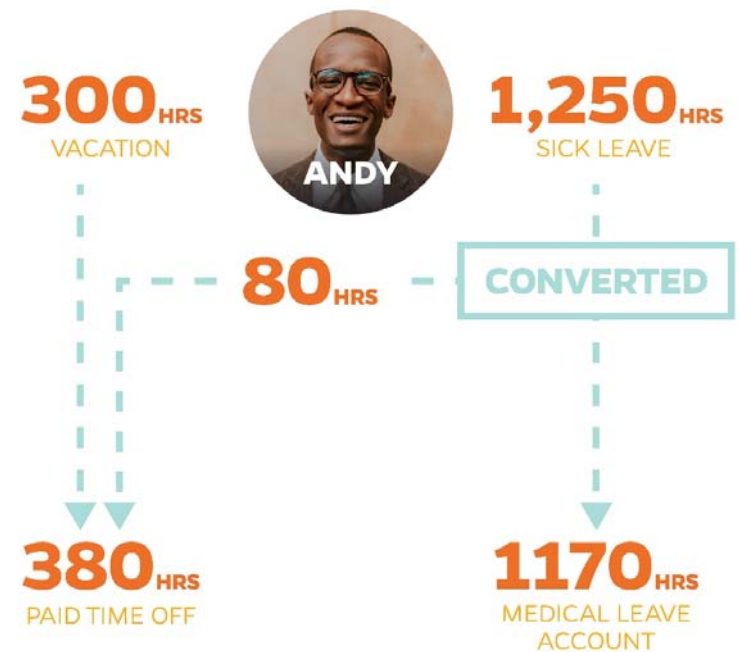
- Jan 1, 2021: Accrued sick leave >80 hours is retained and moves into a personal Medical Leave Account available for FMLA-qualifying events
- The medical leave account provided employees with access to leave for extended use in the event of a serious medical condition as defined by the Family Medical Leave Act of 1993 or in conjunction with this policy.
- Hours accrued in the Medical Leave Account may be used in the following situations:
 - Subsequent time away from work following the eight (8) weeks of parental leave, up to a total away of six (6) months
 - Subsequent time away from work following the eight (8) weeks of medical leave, pending medical certification from the employee's medical provider or the medical provider of the Immediate family member
 - The 10-day benefit waiting period in cases of medical leave
 - In the event of a serious medical condition as defined by the Family Medical Leave Act of 1993, even in cases where an employee is not eligible for UF Paid Family Leave

CONVERT & CREATE

9 MONTH FACULTY/PK YONGE

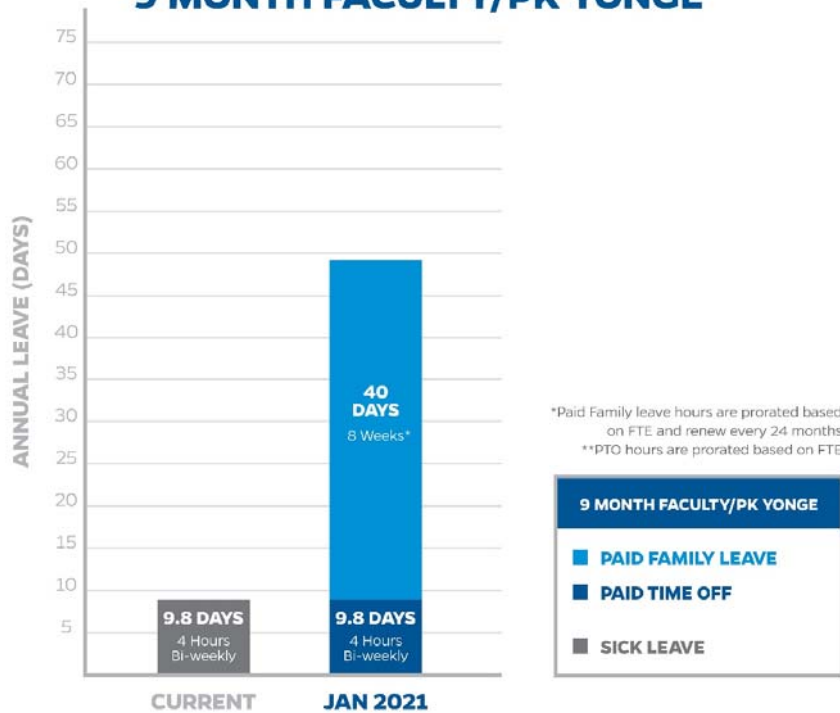


FACULTY & STAFF

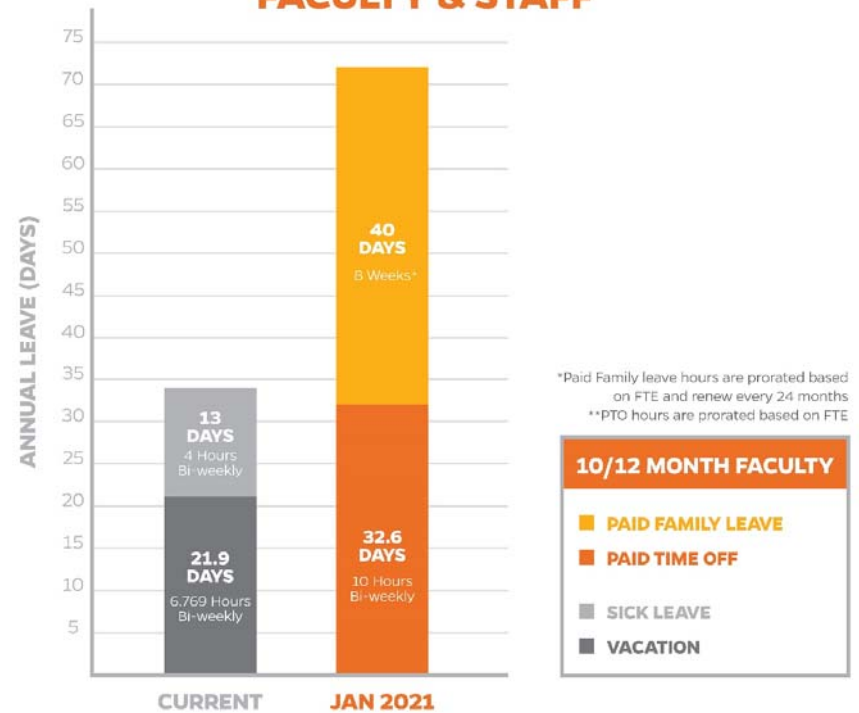


CURRENT → JANUARY 2021

9 MONTH FACULTY/PK YONGE



FACULTY & STAFF



LEAVE PACKAGE

9 MONTH FACULTY/PK YONGE

	JAN 2021	CURRENT
PAID FAMILY LEAVE	8 Weeks*	✗
MEDICAL LEAVE ACCOUNT	✓	✗
PTO	4 Hours** (bi-weekly)	✗
SICK LEAVE	✗ 80h converted to PTO >80h converted to MLA	4 Hours (bi-weekly)
VACATION	✗	✗
PAID HOLIDAYS	✓	✓
ADMINISTRATIVE LEAVES	✓	✓

*Paid Family leave hours are prorated based on FTE and renew every 24 months
 **PTO hours are prorated based on FTE

FACULTY & STAFF

	JAN 2021	CURRENT
PAID FAMILY LEAVE	8 Weeks*	✗
MEDICAL LEAVE ACCOUNT	✓	✗
PTO	10 Hours** (bi-weekly)	✗
SICK LEAVE	✗ 80h converted to PTO >80h converted to MLA	4 Hours (bi-weekly)
VACATION	✗	6.769 Hours (bi-weekly)
PAID HOLIDAYS	✓	✓
DEC. PERSONAL LEAVE	✓	✓
ADMINISTRATIVE LEAVES	✓	✓

*Paid Family leave hours are prorated based on FTE and renew every 24 months
 **PTO hours are prorated based on FTE

QUESTIONS & FEEDBACK

Email: HRInitiatives@hr.ufl.edu



Immigration Webinar

- Fragomen, immigration law firm retained by UF, will be holding a webinar on the impact COVID-19 has on immigration.
 - Current immigration climate and executive orders
 - Immigration in a COVID-19 world
 - International travel and travel ban impact
 - Future impact on employee sponsorship and employees
- One-hour webinar on Friday, July 24 at 10 a.m. over Zoom
- Email jsun@ufl.edu by July 23 if you are interested in attending



Hiring Pause Updates

Current State:

- The hiring pause will remain in effect for the foreseeable future.
- The Hiring Pause Exception Form may continue to be used when requesting exceptions.

Exemption Updates:

- The Hiring Pause Exceptions Form is still required for non-academic OPS, but is no longer needed for academic OPS (Graduate Assistants, Student Assistants, and Adjunct Faculty).



Important Dates

- **Upcoming HR Forums – Zoom information provided prior to each.**
 - August 5, 2020 – 10 a.m.
 - September 2, 2020 – 10 a.m.



Thank you
for attending the
HR Forum

A photograph of a university campus scene. In the foreground, a man with a backpack walks away from the camera on a path covered with fallen leaves. In the background, several people are walking along a similar path. The scene is set against a backdrop of brick buildings and trees, with a bright light source creating a lens flare effect. A semi-transparent dark blue rectangle is overlaid on the center of the image, containing the text.