



Submit Extended Leave of Absence Form

The form can be found on the [UFHR Benefits website](#)



Preliminary leave and benefit eligibility confirmed via email

Central Leave responds within 2 business days with a preliminary eligibility



Provide required information/documentation

Medical Certification returned back to Central Leave within 15 business days



Leave and benefit eligibility confirmed; ELOA paperwork included for signature

Central Leave responds within 5 business days with a designation or request for more information



Completed forms submitted to Central Leave by department HR

Within 2 weeks; all leaves that are continuous and greater than 15 days need to be submitted via ePAF



Once ePAF is approved, Paid Family Leave hours made available in myUFL (if eligible)

Instructions emailed to employee and department HR



Return from Leave ePAF submitted and a review of any unused Paid Family Leave hours returned*

*if appropriate

For more information, please contact the UFHR Benefits office:

352-392-2477 or central-leave@ufl.edu