

ARTICLE 17
LEAVES

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4 **17.1 Leaves.** There are various types of leave that the university offers. Employees are responsible for
5 completing all necessary paperwork, informing their supervisors of their leave request, and meeting
6 deadlines before and after the leave. An absence without approved leave or extension of leave shall
7 subject the employee to the provisions of the Discipline Article 16. An employee's request for use of
8 leave for an event covered by the provisions of the Family and Medical Leave Act (FMLA) of 1993
9 (Public Law 103-3) shall be submitted and responded to in accordance with the provisions of the FMLA
10 and its implementing regulations. When an employee is absent with a serious health condition and wishes
11 to request FMLA protection or is absent more than 10 days due to illness or injury, a Medical or Parental
12 Leave Request Form and a UCF Medical Certification Form must be submitted to Human Resources as
13 soon as practicable. When an employee's illness/injury may be covered by the Americans with
14 Disabilities Act, ~~the provisions of Public Law 101-336~~ shall apply.
15

16 **17.2 Requests for a Leave or Extension of Leave of One Semester or More.**

17 (a) For a leave of one semester or more, an employee shall make a written request not less than 120
18 days prior to the beginning of the proposed leave, if practicable.

19 (b) For an extension of a leave of one semester or more, an employee shall make a written request
20 not less than sixty days before the end of the leave, if practicable.

21 (c) The University shall approve or deny such request in writing not later than thirty days after
22 receipt of the request.
23

24 **17.3 Return from Leave.** An employee who returns from an approved leave of absence with or
25 without pay shall be returned to the same classification, unless the University and the employee agree in
26 writing to other terms and conditions.
27

28 **17.4 Accrual During Leave with Pay.** An employee shall accrue normal leave credits while on
29 compensated leave in full-pay status, or while participating in sabbatical or professional development
30 programs. If an employee is on compensated leave in less than full-pay status for other than sabbaticals
31 or professional development programs, the employee shall accrue leave in proportion to their ir pay status.
32 ~~Employees who are on leave without pay will not accrue leave.~~
33

34 **17.5 Tenure Credit During Periods of Leave.** Time spent on paid or unpaid leave for fewer than
35 160 hours in a semester shall be tenure-earning. A semester during which an employee spends more than
36 160 hours on approved leave, whether paid or unpaid, shall not be tenure-earning unless otherwise
37 mutually agreed to by the employee and the University's representative in writing at the time such leave
38 begins. Approved leaves where more than 160 hours in a semester are taken are automatically non-tenure-
39 earning (mandatory tenure clock extension) unless the leave is granted to perform research/creative
40 activity. An employee may make a written request to the university's representative to modify their
41 existing tenure credit using the tenure clock adjustment form provided by Faculty Excellence.
42

43 **17.6 Holidays.**

44 (a) An employee shall be entitled to observe all UCF-designated holidays. No classes or
45 examinations shall be scheduled on holidays. Classes not held because of a holiday shall not be
46 rescheduled.

47 (b) Supervisors are encouraged not to require an employee to perform duties on holidays; however,
48 an employee required to perform duties on holidays shall have the employee's schedule adjusted to
49 provide equivalent time off, up to a maximum of eight hours for each holiday worked.
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51

52 **17.7 Family and Medical Leave Act (FMLA) Entitlements.** The Family and Medical Leave Act
53 of 1993 (“FMLA”) (<https://www.dol.gov/whd/fmla/>) is the common name for the federal law providing
54 eligible employees ~~an entitlement a leave~~ of up to twelve weeks (480 hours) ~~of for~~ continuous leave or
55 480 hours for intermittent leave or reduced schedule without pay for qualified family or medical reasons
56 during a one-year period. This Act ~~entitles allows~~ the employee to take leave without pay; ~~where~~
57 ~~University policies permit~~, employees may use accrued leave with pay at their discretion during any
58 qualifying family or medical leave. Employees ~~are entitled to shall~~ use FMLA in accordance with federal
59 and state law and University policies. The failure to list, define, or specify any particular provision or
60 portion of the FMLA in this Agreement shall in no way constitute a waiver of any of the rights or benefits
61 conferred to the employer or the employee through the FMLA.

62

63 **17.8 Modified Instructional Work Duties (MWD) in case of birth or adoption.** Employees
64 who elect the ~~MID-MWD~~ are ineligible for Paid Parental Family Leave. Once a modified plan is agreed
65 to by the employee and his or her supervisor, it shall be reviewed by the dean or vice president. The dean
66 or vice president shall either approve the modified work plan, or work in collaboration with the supervisor
67 and employee to try to reach an acceptable solution. If the employee normally has an instructional
68 assignment, then, after consultation with the employee, the supervisor shall determine that the:

- 69 (a) assignment be changed to a non-instructional assignment for the academic semester during which
70 family leave is taken~~the child is expected to arrive~~; or
71 (b) employee’s work schedule may be altered.

72

73 **17.9 Parental Family Leave Options.** The University provides the following leave options when an
74 employee becomes a biological parent, a child is placed for adoption in the employee’s home, ~~or~~ the
75 employee becomes the legal guardian of a child, or is the primary caretaker of a seriously ill immediate
76 family per Florida Statute 110.221.1. Modified Instructional Work Duties are not available for an
77 employee on paid or unpaid parental family leave as defined in this section.

78 (a) **Paid Parental Family Leave.** Paid parental family leave may be used no more than twice during
79 the employee’s employment at the University. If both parents are employees of the University, only one
80 parent may request paid parental family leave under this program for each qualifying event (birth, ~~or~~
81 adoption, or severe illness).

82 (1) Eligibility. An employee must be employed on at least a 0.75 FTE line before s/he is eligible
83 to apply for this benefit. This program does not apply to individuals on a temporary, a term limited, or a
84 visiting appointment. Furthermore, employees on soft money shall be eligible to the extent that such
85 benefits are permitted by the terms of the contract or grant, the ability to meet a grantor’s deliverables, the
86 rules of the funding agency, and adequate funds are available.

87 (2) Paid Parental Family Leave Request. Participation in paid parental family leave is contingent
88 upon execution of a signed agreement. An employee shall request the use of paid parental family leave in
89 writing and sign a written agreement detailing the terms of the paid parental family leave. These forms
90 must be completed no later than three months prior to the anticipated beginning of the leave and the leave
91 must occur no later than a semester immediately following the birth, ~~or~~ adoption, or illness event. A
92 shorter notice period may be permitted on a case-by-case basis, for good cause and/or special
93 circumstances ~~at the discretion of the university’s representative~~. Paid parental family leave is separate
94 from, but may run concurrent with, medical or FMLA leave.

95 (3) Commitment to Return. The employee must agree in writing to return to University
96 employment for at least one academic year following participation in the program or reimburse UCF
97 within 60 days. This time does not include time awarded for a sabbatical or other type of leave. For
98 example, it would be possible for a nine-month employee to take a sabbatical and then opt for the paid
99 parental family leave program. In that case, the employee would need to return to active university service
100 for one year for each of the programs; in this example, two academic years.

101 (4) Repayment and Reimbursement. Repayment of salary, retirement, benefits, and expenses
102 received during paid ~~parental-family~~ leave shall be required in those instances where payments are made
103 in the absence of a signed agreement by the employee, or when the employee fails to comply with the
104 terms of the program. An employee who makes use of paid ~~parental-family~~ leave and who remains in
105 University employment for at least one academic year (calendar year for non-instructional faculty)
106 following participation in the ~~parental-family~~ leave program shall have the total number of hours used
107 deducted from the employee's sick leave and/or annual leave balance, ~~applying sick leave first (with sick~~
108 ~~leave being deducted first)~~ that the employee has remaining at the time of separation from the University,
109 or upon transferring between an annual leave and non-annual leave accruing contract. If an employee's
110 sick and/or annual leave balance is insufficient to cover the amount of family leave used, they shall not be
111 responsible for repayment.

112 (5) Employees on paid ~~parental-family~~ leave cannot engage in outside employment unless
113 approved in advance.

114 (6) Duration of paid ~~parental-family~~ leave.

115 Upon request, one of the following paid ~~parental-family~~ leave options shall be granted to
116 employees as follows:

- 117 a. Twelve-month non-instructional, research, and clinical employees shall receive up to 16
118 contiguous weeks of paid ~~parental-family~~ leave;
- 119 b. Twelve-month instructional employees have the option of taking leave for the duration of
120 the summer term (usually May 8 until August 7);
- 121 c. Nine- or twelve-month instructional employees shall receive one regular (Fall or Spring)
122 semester.

123 (b) **Unpaid ~~Parental-Family~~ Leave.**

124 (1) An employee who is ineligible or chooses not to use modified ~~instructional-work~~ duties
125 (~~MIDMWD~~) or paid ~~parental-family~~ leave, the employee may request and shall be granted an unpaid
126 ~~parental~~ leave not to exceed six months.

127 (2) Employees on unpaid ~~parental-family~~ leave may use up to six weeks of accrued sick
128 leave for the period of leave immediately following the birth of a child (or eight weeks following a C-
129 Section). ~~Parental-Family~~ leave beyond the six-week period may be covered by other accrued paid leave
130 or remain a period of unpaid leave.

131 (3) The period of ~~parental-family~~ leave shall begin no more than two weeks before the
132 expected date of the child's arrival. Employees must complete the appropriate forms 30 days before the
133 anticipated date of birth or adoption.

134 a. the university's representative shall acknowledge to the employee in writing the period of
135 leave to be granted, and the date of return to employment.

136 b. any illness/injury caused or contributed to by pregnancy, when certified by a health care
137 provider, shall be treated as temporary disability if requested, and the employee shall be allowed to use
138 accrued sick leave credits. In such a case, a Medical or Parental Leave Request Form and a UCF Medical
139 Certification Form is required.

140
141 **17.10 Sick Leave.**

142 (a) Accrual of Sick Leave.

143 (1) A full-time employee shall accrue four hours of sick leave for each biweekly pay period, or
144 the number of hours that are directly proportionate to the number of days worked during less than a full-
145 pay period, without limitation as to the total number of hours that may be accrued.

146 (2) A part-time employee shall accrue sick leave at a rate directly proportionate to the percent of
147 time employed.

148 (b) ~~Uses~~ of Sick Leave. It is the responsibility of the employee to report sick leave when any
149 scheduled time (such as a meeting, office hours, teaching, committee work), or if, due to illness or
150 hospitalization, fewer than eighty hours are worked during the reporting time period. The employee has
151 an obligation to inform their chair/supervisor as far in advance as possible to mitigate disruption to the

152 department/college. When utilizing sick leave, it is not permissible to engage in outside employment or to
153 receive payment for services.

154 (1) Sick leave shall be accrued before being taken, provided that an employee who participates in
155 a sick leave pool shall not be prohibited from using sick leave otherwise available to the employee
156 through the sick leave pool.

157 (2) Sick leave shall be authorized for the following:

158 a. The employee's personal illness/injury, exposure to a contagious disease which would
159 endanger others, or disability where the employee is unable to perform ~~his/her~~their assigned duties.

160 b. The employee's personal appointments with a health care provider.

161 c. The illness/injury of a member of the employee's immediate family, ~~at the discretion of~~
162 ~~the supervisor~~. Approval of requests for use of reasonable amounts of sick leave for caring for a member
163 of the employee's immediate family shall not be unreasonably withheld.

164 d. The death of a member of the employee's immediate family, at the discretion of the
165 supervisor. Approval of requests for use of reasonable amounts of sick leave for the death of a member of
166 the employee's immediate family shall not be unreasonably withheld.

167 (3) A continuous period of sick leave commences with the first day of absence and includes all
168 subsequent days until the employee returns to work. For this purpose, Saturdays, Sundays, and official
169 holidays observed by the State shall not be counted unless the employee is scheduled to work on such
170 days. During any seven-day period, the maximum number of days of sick leave charged against any
171 employee shall be five days, or 40 hours.

172 (4) An employee who requires the use of sick leave must notify their immediate supervisor as
173 soon as practicable and shall report such leave in accordance with UCF's timekeeping procedures.

174 (5) An employee who becomes eligible for the use of sick leave while on approved annual leave
175 shall, upon notifying their immediate supervisor, substitute accrued sick leave to cover such
176 circumstances.

177 (c) Certification. If an employee's request for absence or absence exceeds four consecutive days, or if
178 a pattern of absence is documented, the University may require an employee to furnish certification
179 signed by an attending health care provider affirming the medical reasons necessitating the absence and/or
180 the employee's ability to return to work. If the medical certification furnished by the employee is not
181 acceptable, the employee may be required to submit to a medical examination by a health care provider
182 who is not a University staff member, and which shall be paid for by the University. If the medical
183 certification indicates that the employee is unable to perform assigned duties, the university's
184 representative may place the employee on compulsory leave under the conditions set forth in that Section.

185 ~~(e)~~(d) Payment for Unused Sick Leave.

186 (1) An employee with less than ten years of University service who separates from the University
187 shall not be paid for any unused sick leave.

188 (2) An eligible employee who has completed ten or more years of University service, has not
189 been found guilty or has not admitted to being guilty of committing, aiding, or abetting any
190 embezzlement, theft, or bribery in connection with University service, or has not been found guilty by a
191 court of competent jurisdiction of having violated any State law against or prohibiting strikes by public
192 employees, and separates from the University because of retirement for other than disability reasons,
193 termination, or death, shall be compensated for the employee's unused sick leave at the employee's
194 current regular hourly rate of pay for one-fourth of all unused sick leave accrued provided that one-fourth
195 of the unused sick leave does not exceed 480 hours.

196 (3) An eligible employee with ten or more years of University service shall be paid for unused
197 sick leave as indicated above. For an employee who is re-employed by the University within twelve
198 calendar months following layoff, all unused sick leave shall be restored to the employee, provided the
199 employee requests such action in writing and repays the full amount of any lump sum leave payments
200 received at the time of layoff. An employee who is not re-employed within twelve calendar months
201 following layoff shall be paid for sick leave.

202 (4) All payments for unused sick leave shall be made in lump sum and shall not be used in
203 determining the average final compensation of an employee in any State administered retirement system.
204 An employee shall not be carried on the payroll beyond the last official day of employment, except that
205 an employee who is unable to perform duties because of a disability may be continued on the payroll until
206 all sick leave is exhausted.

207 (5) If an employee has received a lump sum payment for accrued sick leave, the employee may
208 elect in writing, upon re-employment within 100 days, to restore the employee's accrued sick leave.
209 Restoration will be effective upon the repayment of the full lump sum leave payment.

210 (6) In the event of the death of an employee, payment for unused sick leave at the time of death
211 shall be made to the employee's beneficiary, estate, or as provided by law.
212

213 **17.11 Job-Related Illness/injury.**

214 (a) An employee who sustains a job-related illness/injury that is compensable under the Workers'
215 Compensation Law shall be carried in full-pay status for a period of medically certified illness/injury not
216 to exceed seven days immediately following the illness/injury, or for a maximum of forty work hours if
217 taken intermittently without being required to use accrued sick or annual leave.

218 (b) If, as a result of the job-related illness/injury, the employee is unable to resume work at the end of
219 the period provided in the Article above:

220 (1) The employee may elect to use accrued leave in an amount necessary to receive salary
221 payment that will increase the Workers' Compensation payments to the total salary being received prior to
222 the occurrence of the illness/injury. In no case shall the employee's salary and Workers' Compensation
223 benefits exceed the amount of the employee's regular salary payments; or

224 (2) The employee shall be placed on leave without pay and shall receive normal Workers'
225 Compensation benefits if the employee has exhausted all accrued leave, or the employee elects not to use
226 accrued leave.

227 (c) This period of leave with or without pay shall be in accordance with Chapter 440 (Worker's
228 Compensation), Florida Statutes.

229 (d) If, at the end of the leave period, the employee is unable to return to work and perform assigned
230 duties, the University's representative shall advise the employee, as appropriate, of the Florida Retirement
231 System's disability provisions and application process, and may, based upon a current medical
232 certification by a health care provider prescribed in accordance with Chapter 440 (Worker's
233 Compensation), Florida Statutes, and taking the University's needs into account:

234 (1) offer the employee part-time employment;

235 (2) place the employee on leave without pay status or extend such status;

236 (3) request the employee's resignation; or

237 (4) release the employee from employment, notwithstanding any other provisions of this

238 Agreement.
239

240 **17.12 Compulsory Leave.**

241 ~~(a)~~ Placing Employee on Compulsory Leave.

242 (1) The University may require the employee to be placed on paid compulsory leave and
243 submit to an examination. Prior to requiring a medical examination or placing the
244 employee on leave, the University must provide a written statement of its objective
245 justifiable suspicion based on specific facts or circumstances that an employee is
246 reasonably perceived to be unable to perform assigned duties. The employee may choose
247 a licensed health provider paid by the University. The employee must submit to a medical
248 examination to be performed by a panel of three licensed health care providers: one
249 selected by a the employer and two selected by the employee. The panel will decide the
250 employee's ability to perform assigned duties as defined as "satisfactory" in your

251 department or program's AESP criteria. The University shall pay the cost of the health
 252 care providers to perform minimum level of diagnostic testing required to reinstate the
 253 employee to perform assigned duties. Such testing must be performed in a reasonable
 254 timely manner.

255
 256 ~~a. If an employee is perceived to be unable to perform assigned duties due to illness/injury,~~
 257 ~~medical certification, the president or representative may require the employee to submit to a medical~~
 258 ~~examination, the results of which shall be released to the University, by a health care provider chosen and~~
 259 ~~paid by the University, or by a health care provider chosen and paid by the employee who is also~~
 260 ~~acceptable to the president or representative. Such health care provider shall submit the appropriate~~
 261 ~~medical certification(s) to the University.~~

262 ~~b. If the University agrees to accept the employee's choice of a health care provider the~~
 263 ~~University may not then require another University-paid examination.~~

264 ~~e-(2) If the medical examination confirms that the employee is temporarily unable to perform~~
 265 ~~assigned duties, the University's president or representative shall extend the employee's compulsory~~
 266 ~~leave. If the condition is judged to be permanent, the University's representative shall meet with the~~
 267 ~~employee and establish modified work duties, or other reasonable duties. place the employee on~~
 268 ~~compulsory leave.~~

269
 270 ~~(2)(b)~~ Conditions of Compulsory Leave.

271 ~~a-(1)~~ Written notification to the employee placing the employee on compulsory leave shall
 272 include the duration of the compulsory leave period and the conditions under which the employee may
 273 return to work. These conditions may include the requirement of the successful completion of, or
 274 participation in, a program of rehabilitation or treatment, and follow-up ~~medical~~ certification(s) by the
 275 health care provider, as appropriate.

276 ~~b-(2) The compulsory leave period may shall be leave with pay, or leave without pay. If the~~
 277 ~~compulsory leave combines the use of accrued leave with leave without pay, the use of such leave shall~~
 278 ~~be in accordance with this Article.~~

279 ~~e-(3)~~ If the employee fulfills the terms and conditions of the compulsory leave and receives a
 280 current medical certification that the employee is able to perform assigned duties, the ~~president or~~
 281 ~~University's~~ representative shall return the employee to the employee's previous duties, if possible, or to
 282 equivalent duties.

283 ~~(3)(c)~~ Duration. Compulsory leave, with ~~or without~~ pay, shall be for a period not to exceed one
 284 year. The employee, thereafter, may be on compulsory leave without pay. the duration of the
 285 illness/injury or one year, whichever is less.

286 ~~(4)(d)~~ Failure to Complete Conditions of Compulsory Leave or Inability to Return to Work. If
 287 the employee fails to fulfill the terms and conditions of a compulsory leave, ~~and/or~~ is unable to return to
 288 work and perform assigned duties at the end of a leave period, ~~the president or the University's~~
 289 ~~representative should shall~~ advise the employee, as appropriate, to contact HR Benefits. Before releasing
 290 the employee from employment, the university's representative shall advise the employee of the intention
 291 to be released. Upon notification, they will have the opportunity to resign before the release date. of the
 292 Florida Retirement System's disability provisions and application process, and may, based upon the
 293 University's needs: The University shall provide 30 days notice to the employee.

294 a1. offer the employee part-time employment;

295 b2. place the employee in leave without pay status in or extend such status;

296 e3. request the employee's resignation; or

297 d4. release the employee from employment, notwithstanding any other provisions of this

298 Agreement.

299 Conditions leading to any application of this subsection (including, release) shall be considered PHI
300 (personal health information) and otherwise confidential as protected under HIPAA, state and federal
301 laws.

303 17.13 Annual Leave.

304 (a) Accrual of Annual Leave. Academic year employees and employees appointed for less than nine
305 months shall not accrue annual leave.

306 (1) Full-time employees appointed for more than nine months shall accrue annual leave at the
307 rate of 6.77 hours biweekly and the hours accrued shall be credited at the conclusion of each pay period
308 or, upon termination, at the effective date of termination. Employees may accrue annual leave in excess of
309 the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year
310 end maximum as of December 31, shall have any excess converted to sick leave on an hour-for-hour basis
311 in the pay period containing January 1 of each year.

312 (2) Part-time employees appointed for more than nine months shall accrue annual leave at a rate
313 directly proportionate to the percent of time employed.

314 (b) Use and Transfer of Annual Leave.

315 (1) Annual leave shall be accrued before being taken. All requests for annual leave shall be
316 submitted by the employee to the supervisor as far in advance as possible. ~~Approval of the dates on which~~
317 ~~an employee wishes to take annual leave shall be at the discretion of the supervisor and shall be subject to~~
318 ~~the consideration of departmental/unit and organizational scheduling.~~

320 (c) Payment for Unused Annual Leave.

321 (1) Prior to termination from an annual leave accruing contract, or transfer from an annual leave
322 accruing contract to an academic year contract, the university's representative shall determine whether the
323 employee has the ability to reduce their accrued annual leave balance prior to termination or reassignment
324 to an academic year contract. If the employee does not have the opportunity to reduce the balance, the
325 University shall pay the employee for up to forty-four days (352 hours) of unused annual leave. Payment
326 of the accrued annual leave shall be at the employee's last rate of pay under which they were paid in the
327 annual leave accruing position. All unused annual leave in excess of forty-four days (352 hours) shall be
328 forfeit.

329 (2) In the event of the death of an employee, payment for all unused annual leave at the time of
330 death, up to 352 hours, shall be made to the employee's beneficiary, estate, or as provided by law.

333 17.14 Administrative Leaves.

334 (a) Jury Duty and Court Appearances.

335 (1) An employee who is summoned as a member of a jury panel or subpoenaed as a witness
336 in a matter not involving the employee's personal interests, shall be granted leave with pay and any jury or
337 witness fees shall be retained by the employee; leave granted hereunder shall not affect an employee's
338 annual or sick leave balance.

339 (2) An appearance as an expert witness for which an employee receives professional
340 compensation falls under the Conflict of Interest/Commitment Article 19 and the University's policies
341 and regulations relative to outside employment/conflict of interest. Such an appearance may require the
342 employee to request annual leave, or, if a non-annual leave accruing, the employee, may request a
343 modified work schedule.

344 (3) If an employee is required, as a direct result of their employment, to appear as an official
345 witness to testify in the course of any action as defined in Section 92.142(2), Florida Statutes, such duty
346 shall be considered a part of the employee's job assignment, and the employee shall be paid per diem and
347 travel expenses. ~~Such employee and~~ shall turn over to the University any witness fees and other expense
348 reimbursement received by the employee for such appearance.

349 (4) An employee involved in personal litigation during work hours must request annual leave
350 or, if a non-annual leave accruing employee, must request a modified work schedule or record leave
351 without pay.

352 (b) Military Leave.

353 (1) Short-term Military Training. An employee who is a member of the United States Armed
354 Forces Reserve, including the National Guard, upon presentation of a copy of the employee's official
355 orders, letter from the Commanding Officer or appropriate military certification, shall be granted leave
356 with pay during periods in which the employee is engaged in annual field training or other active or
357 inactive duty for training exercises. Such leave with pay shall not exceed ~~two hundred and forty~~240 hours
358 in any one university fiscal year (July 1 – June 30). Additional leave for training may be taken as ordered
359 by the military, however annual leave, compensatory leave or leave without pay may be utilized to cover
360 the additional time necessary for training.

361 (2) National Guard State Service. An employee who is a member of the Florida National
362 Guard shall be granted leave with pay on all days when ordered to active service by the State. Such leave
363 with pay shall not exceed thirty days at any one time.

364 (3) Other Military Leave.

365 a. An employee, except an employee who is employed in a temporary position or employed
366 on a temporary basis, who is drafted, who volunteers for active military service, or who is ordered to
367 active duty (not active duty training) shall be granted leave in accordance with Chapter 43 of Title 38,
368 United States Code.

369 b. Such leave of absence shall be verified by official orders or appropriate military
370 certification. The first thirty days of such leave shall be with full pay and shall not affect an employee's
371 annual or sick leave balance. The remainder of military leave shall be without pay unless the employee
372 elects to use accumulated annual leave or appropriate leave as provided in this Article, or the employer
373 exercises its option to supplement the employee's military pay. Leave payment for the first thirty days
374 shall be made only upon receipt of documentation from appropriate military authority.

375 c. Applicable provisions of Federal and State law shall govern the granting of military
376 leave and the employee's re-employment rights.

377 d. Use of accrued leave is authorized during a military leave without pay in accordance with
378 this Article.

379 (c) Leave Pending Investigation. When the University's representative has reason to believe that the
380 employee's presence on the job will adversely affect the operation of the University, the University's
381 representative may immediately place the employee on leave pending investigation of the event(s) leading
382 to that belief. The leave pending investigation shall commence immediately upon the university's
383 representative providing the employee with a written notice. The leave shall be with pay, with no
384 reduction of accrued leave.

385 (d) Other Leaves Provided Not Affecting Accrued Leave Balances. An employee may be granted
386 other leaves not affecting accrued leave balances ~~which are provided~~ as follows:

387 (1) Florida Disaster Volunteer Leave is provided for an employee who is a certified disaster
388 service volunteer of the American Red Cross. Leave of absence with pay for not more than fifteen
389 working days in the fiscal year may be provided upon request of the American Red Cross ~~and the~~
390 ~~employee's supervisor's approval~~. Leave granted under this act shall be only for services related to a
391 disaster occurring within the boundaries of the State of Florida.

392 (2) Civil disorder or disaster leave is provided for an employee who is member of a volunteer fire
393 department, police auxiliary or reserve, civil defense unit, or other law enforcement type organization to
394 perform duties in time of civil disturbances, riots, and natural disasters, including an employee who is a
395 member of the Civil Air Patrol or Coast Guard Auxiliary, and called upon to assist in emergency search
396 and rescue missions. Such paid leave not affecting leave balances may be granted upon approval by the
397 university's representative and shall not exceed two days on any one occasion.

398 (3) Athletic competition leave is provided for an employee who is a group leader, coach, official,
399 or athlete who is a member of the official delegation of the United States team for athletic competition.

400 Such paid leave not affecting leave balances shall be granted for the purpose of preparing for and
401 engaging in the competition for the period of the official training camp and competition, not to exceed 30
402 days in a calendar year.

403 (4) Leave for re-examination or treatment with respect to service-connected disability is provided
404 for an employee who has such rating by the United State Department of Veterans Affairs and has been
405 scheduled to be reexamined or treated for the disability. Upon presentation of written confirmation of
406 having been so scheduled, such leave not affecting the employee's leave balances shall be approved and
407 shall not exceed six calendar days in any calendar year.

408 (e) Official University Closings. The University's representative may close the University, or
409 portions of the University, in accordance with University ~~policies policy and regulations~~ relating to natural
410 disasters or other emergencies. Such closings will be only for the period it takes to restore normal
411 working conditions. Leave resulting from such an emergency closing shall not reduce employees' leave
412 balances and ~~should shall not~~ be recorded as administrative (ADM) leave. ~~University closures that cause~~
413 ~~leave earning employees to miss regularly scheduled assigned time (such as office hours, departmental~~
414 ~~meeting, etc.) shall be reported by the employee after such an event as ADM in accordance with UCF's~~
415 ~~timekeeping procedures.~~

416

417 **17.15 Leave Without Pay.**

418 (a) Granting. If a leave is in the best interests of the university, the university's representative has
419 the ability to grant an employee's request for a leave without pay for a period not to exceed one year.
420 Such leave may be extended upon mutual agreement. Employees on leave without pay must update their
421 conflict of interest/commitment forms if there is any change from their last report. Employees given
422 leaves of more than twelve weeks must return to the University for at least one academic year after their
423 return. If the employee fails to return to the University for at least two consecutive semesters following
424 participation in the program, all fringe benefits must be repaid to the University within 60 days for
425 resignation or job abandonment.

426 (b) Salary Adjustment. The salary of an employee returning from uncompensated leave shall be
427 adjusted to reflect all non-discretionary increases distributed during the period of leave. Such leave will
428 not affect eligibility to participate in any special salary incentive programs such as the Research Incentive
429 Award.

430 (c) Retirement Credit. Retirement credit for such periods of leave without pay shall be governed by
431 the rules and regulations of the Division of Retirement and the provisions of Chapter 121, Florida
432 Statutes.

433 (d) Accrual of Leave/Holiday Pay. While on leave without pay, the employee shall retain
434 accumulated sick leave and annual leave, but shall not accrue sick leave or annual leave nor be entitled to
435 holiday pay.

436 (e) Use of Accrued Leave During an Approved Period of Leave Without Pay.

437 (1) Use of accrued leave with pay is authorized during a leave of absence without
438 pay for parental, foster care, medical, or military reasons. Such use of leave with pay is provided under
439 the following conditions:

440 a. Notwithstanding the provisions of this Article regarding the use of sick leave,
441 an employee may use any type of accrued leave in an amount necessary to cover the employee's
442 contribution to the State insurance program and other expenses incurred by the employee during an
443 approved period of leave without pay. Under such circumstances, the employee must use a minimum of
444 ten accrued leave hours per week.

445 b. Normally use of accrued leave during a period of leave without pay for
446 parental or medical reasons shall be approved for up to six months, but may be approved for up to one
447 year for the serious health condition of the employee or a member of the employee's immediate family.

448 c. The employer contribution to the State insurance program shall continue for
449 the corresponding payroll periods.

450 (2) An employee's request for the use of accrued leave during a period of leave
451 without pay shall be made at the time of the employee's request for the leave without pay. Such request
452 shall include the amount of accrued leave the employee wishes to use during the approved period of leave
453 without pay. If circumstances arise during the approved leave that cause the employee to reconsider the
454 combination of leave with and without pay, the employee may request approval of revisions to the
455 original approval, which will be reviewed by the University.