

1 **ARTICLE 17**

2 **LEAVES (ratification date: April 23, 2020)**

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

17 (a) **Accrual During Leaves.** An employee shall accrue normal leave credits while on  
18 compensated leave in full-pay status, or while participating in sabbatical or professional  
19 development programs. If an employee is on compensated leave in less than full-pay  
20 status for other than sabbaticals or professional development programs, the employee shall  
21 accrue leave in proportion to their pay status. Employees who are on leave without pay will  
22 not accrue leave.

23 (b) **Holidays.**

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

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

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

41 (d) **Requests for a Leave or Extension of Leave of One Semester or More.**

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

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

46 (3) The University shall approve or deny such request in writing no later than  
47 thirty days after receipt of the request.

**Commented [CR1]:** Slight language change allows capture of cases with exactly 160 hours.

**Commented [CP2]:** In case the unit changes the name, it is under the Provost this way.

**Commented [CP3]:** ?Replace with: "at least" unless we like this phrasing?

**Commented [CP4]:** Same.

48 (e) **Return from Leave.** An employee who returns from an approved leave of absence  
49 with or without pay shall be returned to the same classification, unless the University and  
50 the employee agree in writing to other terms and conditions.

52 **17.2 Sick Leave.**

53 (a) **Accrual of Sick Leave.**

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

**Commented [CR5]:** Do not want to assume the same number of hours are worked each day.

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

60 (b) **Use of Sick Leave.** It is the responsibility of the employee to report sick leave when

61 any scheduled time/duty (such as a meeting, office hours, teaching, committee work), or if,  
62 due to illness or hospitalization, fewer than eighty hours are worked during the reporting  
63 time period. The employee has an obligation to inform their chair/supervisor as far in  
64 advance as possible to mitigate disruption to the department/college. When utilizing sick  
65 leave, it is not permissible to engage in outside employment or to receive payment for  
66 services.

**Commented [CP6]:** Helping instructional faculty who have more flexible work hours to understand it is their obligation to report leave. This is true even if class coverage is secured.

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

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

71 a. The employee's personal illness/injury, exposure to a contagious disease  
72 which would endanger others, or disability where the employee is unable to perform their  
73 assigned duties.

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

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

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

82 (3) A continuous period of sick leave commences with the first day of absence and  
83 includes all subsequent days until the employee returns to work. For this purpose,  
84 Saturdays, Sundays, and official holidays observed by the State shall not be counted unless  
85 the employee is scheduled to work on such days. During any seven-day period, the  
86 maximum number of days of sick leave charged against any employee shall be five days, or  
87 40 hours.

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

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

94 (c) **Certification.** If an employee's absence or request for absence exceeds four  
95 consecutive days, or if a pattern of absence is documented, the University may require an

96 employee to furnish certification signed by an attending health care provider affirming the  
 97 medical reasons necessitating the absence and/or the employee's ability to return to work.  
 98 If the medical certification furnished by the employee is not acceptable, the employee may  
 99 be required to submit to a medical examination by a health care provider who is not a  
 100 University staff member, and which shall be paid for by the University. If the medical  
 101 certification indicates that the employee is unable to perform assigned duties, the  
 102 university's representative may place the employee on recovery leave under the conditions  
 103 set forth in that Section.

104 (1) Return to work certification. If medical certification is required to return to work,  
 105 that certification must be provided at least seven days before the expected date of return  
 106 indicated on the medical leave paperwork. If the certification is not available from the  
 107 physician, the employee must provide an update of an anticipated return date or  
 108 communicate the date of return. If the medical certification is not provided within seven days  
 109 after their medical certification expires, and no updates have been provided, the employee  
 110 will be considered to have abandoned their position.

111 **-(d) Payment for Unused Sick Leave.**

112 (1) An employee with less than ten years of University service who separates from  
 113 the University shall not be paid for any unused sick leave. An employee with a hire date  
 114 after ratification of this agreement shall not be eligible to receive payment for any unused  
 115 sick leave.

116 (2) An eligible employee who has been continuously employed in a non-OPS  
 117 position before ratification of this agreement and who has completed ten or more years of  
 118 University service, has not been found guilty or has not admitted to being guilty of  
 119 committing, aiding, or abetting any embezzlement, theft, or bribery in connection with  
 120 University service, or has not been found guilty by a court of competent jurisdiction of  
 121 having violated any State law against or prohibiting strikes by public employees, and  
 122 separates from the University because of retirement for other than disability reasons,  
 123 termination, or death, shall be compensated for the employee's unused sick leave at the  
 124 employee's current regular hourly rate of pay for one-fourth of all unused sick leave accrued  
 125 provided that one-fourth of the unused sick leave does not exceed 480 hours.

126 (3) ~~An eligible employee with ten or more years of University service shall be paid for~~  
 127 ~~unused sick leave as indicated above. For an employee who is re-employed by the~~  
 128 ~~University within twelve calendar months following layoff, all unused sick leave shall be~~  
 129 ~~restored to the employee, provided the employee requests such action in writing and repays~~  
 130 ~~the full amount of any lump sum leave payments received at the time of layoff.~~

131 (4) All payments to eligible employees for unused sick leave shall be made in lump  
 132 sum and shall not be used in determining the average final compensation of an employee in  
 133 any State administered retirement system.- An employee shall not be carried on the payroll  
 134 beyond the last official day of employment, ~~except that an employee who is unable to~~  
 135 ~~perform duties because of a disability may be continued on the payroll until all sick leave is~~  
 136 ~~exhausted.~~

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

141 (6) In the event of the death of an employee, payment for unused sick leave at the  
 142 time of death shall be made, subject to the limitations above, to the employee's beneficiary,  
 143 estate, or as provided by law.  
 144

**Commented [CP7]:**  
 Several employees that were to return from medical leave in 2020-2021 did not resign in advance. The date of their return from medical leave arrived and they did not furnish the medical release paperwork – meaning that they could not return to work. The university held their positions open, and the employees did not return and ultimately resigned. Students are affected when their instructor is not able to teach and the depts. had to scramble for class coverage.

**Commented [CP8]:** Substantive change to eliminate the sick leave payout for employees hired after ratification of this agreement.

**Commented [CP9]:** Maintains sick leave payout for employees hired prior to this change. (language slightly adjusted from prior BOT proposal)

**Commented [CR10]:** Deletion eliminates some confusion due to outdated language.

**Commented [CP11]:** This section caused confusion and is unclear. Removing this sentence prevents an alternate reading that people with a medical disability will stay on payroll after they are no longer employed.

**Commented [CP12]:** This section deleted, not used; legacy language that is not utilized.

**Commented [CP13]:** The value of the sick leave is clarified and limits the payout per the limitations. Sick leave is paid out only to eligible employees – 10+ years, and subject to the cap.

145 **17.3 Job-Related Illness/injury.**

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

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

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

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

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

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

- 169 (1) offer the employee part-time employment;
- 170 (2) place the employee on leave without pay status or extend such status;
- 171 (3) request the employee's resignation; or
- 172 (4) release the employee from employment, notwithstanding any other provisions of

173 this Agreement.

174 **17.4 Annual Leave.**

175 (a) **Accrual of Annual Leave.** Academic year employees and employees appointed for  
176 ~~less~~ **fewer** than nine months shall not accrue annual leave.

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

184 (2) Part-time employees appointed for more than nine months- shall accrue annual  
185 leave at a rate directly proportionate to the ~~percent of time employed~~ **FTE while under**  
186 **contract.**

187 (b) **Use and Transfer of Annual Leave.**

188 (1) Annual leave shall be accrued before being taken. All requests for annual leave  
189 shall be submitted by the employee to the supervisor as far in advance as possible.  
190 Approval of the dates on which an employee wishes to take annual leave shall be at the  
191

**Commented [CP14]:** Grammatically, "fewer" is the right word

**Commented [CP15]:** Clarifies that the meaning of "part time" in this section relates to FTE, not the fact that the person is only employed for 9 months.

192 discretion of the supervisor and shall be subject to the consideration of departmental/unit  
193 and organizational scheduling.

194 (c) **Payment for Unused Annual Leave.**

195 (1) Prior to termination from an annual leave accruing contract, or transfer from an  
196 annual leave accruing contract to an academic year contract, the university's representative  
197 shall determine whether the employee has the ability to reduce their accrued annual leave  
198 balance prior to termination or reassignment to an academic year contract. If the employee  
199 does not have the opportunity to reduce the balance, the University shall pay the employee  
200 for up to forty-four days (352 hours) of unused annual leave. Payment of the accrued  
201 annual leave shall be at the employee's last rate of pay under which they were paid in the  
202 annual leave accruing position. All unused annual leave in excess of forty-four days (352  
203 hours) shall be forfeited.

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

207  
208 **17.5 Family and Medical Leave Act (FMLA) Entitlements.** The Family and Medical  
209 Leave Act of 1993 ("FMLA") (<https://www.dol.gov/whd/fmla/>) is the common name for the  
210 federal law providing eligible employees an entitlement of up to twelve workweeks (i.e., 480  
211 hours) of continuous leave or up to 480 hours of intermittent leave without pay for qualified  
212 family or medical reasons during a one-year period.- This Act entitles the employee to take  
213 leave without pay; where University policies permit, employees may use accrued leave with  
214 pay at their discretion during any qualifying family or medical leave. Employees are entitled  
215 to use FMLA in accordance with law and University policy. The failure to list, define, or  
216 specify any particular provision or portion of the FMLA in this Agreement shall in no way  
217 constitute a waiver of any of the rights or benefits conferred to the employer or the  
218 employee through the FMLA.

219  
220 **17.6 Modified Instructional Duties (MID) in case of birth or adoption.** Employees  
221 who elect the MID are ineligible for Paid Parental Leave [for the same birth or adoption](#)  
222 [event](#). If the employee normally has an instructional assignment, then, after consultation  
223 with the employee, the supervisor shall determine that the:

- 224 (a) assignment be changed to a non-instructional assignment for the academic  
225 semester during which the child is expected to arrive; or
- 226 (b) employee's work schedule may be altered.

227 Once a modified plan is agreed to by the employee and his or her supervisor, it shall be  
228 reviewed by the dean or vice president. The dean or vice president shall either approve the  
229 modified work plan, or work in collaboration with the supervisor and employee to try to  
230 reach an acceptable solution.

231  
232 **17.7 Parental Leave Options.** The University provides the following leave options when  
233 an employee becomes a biological parent, a child is placed for adoption in the employee's  
234 home, or the employee becomes the legal guardian of a child. Modified Instructional Duties  
235 are not available for an employee on paid or unpaid parental leave as defined in this  
236 section.

237 (a) **Paid Parental Leave.** Paid parental leave may be used no more than twice during  
238 the employee's employment at the University. If both parents are employees of the

**Commented [CR16]:** Additional language is to clarify that election of MID does not summarily end eligibility for PPL for all birth and/or adoption events.

239 University, only one parent may request paid parental leave under this program for each  
240 qualifying event (birth or adoption).

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

247 (2) Paid Parental Leave Request. Participation in paid parental leave is contingent  
248 upon execution of a signed agreement. An employee shall request the use of paid parental  
249 leave in writing and sign a written agreement detailing the terms of the paid parental leave.  
250 These forms must be completed no later than three months prior to the anticipated  
251 beginning of the leave and the leave must occur no later than a semester immediately  
252 following the birth or adoption event. A shorter notice period may be permitted on a case-  
253 by-case basis, for good cause and/or special circumstances at the discretion of the  
254 university's representative. Paid parental leave is separate from, but may run concurrent  
255 with, medical or FMLA leave.

256 (3) Commitment to Return. The employee must agree in writing to return to  
257 University employment for at least one academic year (i.e., consecutive fall and spring (or  
258 spring and fall) semesters) following participation in the program or reimburse UCF within  
259 60 days. This time does not include time awarded for a sabbatical or other type of leave.  
260 For example, it would be possible for a nine-month employee to take a sabbatical and then  
261 opt for the paid parental leave program. In that case, the employee would need to return to  
262 active university service for one year for each of the programs; in this example, two  
263 academic years.

264 (4) Repayment and Reimbursement. Repayment of salary, retirement, benefits, and  
265 expenses received during paid parental leave shall be required in those instances where  
266 payments are made in the absence of a signed agreement by the employee, or when the  
267 employee fails to comply with the terms of the program. An employee who makes use of  
268 paid parental leave and who remains in University employment for at least one academic  
269 year (calendar year for non-instructional faculty) following participation in the parental leave  
270 program shall have the total number of hours used deducted from the employee's sick leave  
271 and/or annual leave balance (with sick leave being deducted first) that the employee has  
272 remaining at the time of separation from the University, or upon transferring between an  
273 annual leave and non-annual leave accruing contract.

274 (5) Employees on paid parental leave cannot engage in outside employment unless  
275 approved in advance.

276 (6) Duration of paid parental leave.

277 Upon request, one of the following paid parental leave options shall be granted to  
278 employees as follows:

279 a. Twelve-month non-instructional, research, and clinical employees shall receive  
280 up to ~~6~~ contiguous weeks of paid parental leave;

281 b. ~~Nine- or twelve-month instructional employees shall receive one regular (Fall~~  
282 ~~or Spring) semester.~~

283 c. Twelve-month instructional employees have the option of taking leave for the  
284 duration of the summer term (usually May 8 until August 7);

285 ~~de. Nine- or twelve-month instructional employees shall receive one regular (Fall~~  
286 ~~or Spring) semester. Nine-month instructional faculty may opt for paid parental leave in the~~  
287 ~~summer term, instead of during the spring or fall, provided that at least 85% of their summer~~

**Commented [CP17]:** Substantive change. 12-month faculty can be, but are not typically, instructional faculty for which this benefit is designed. This set of employees earns annual leave, so it is an unbalanced benefit that unfairly benefits 12-month faculty. It has caused problems with C&G research faculty who are unable to use this benefit because they can't take all of the leave before they must return, at least for part time – that is what annual leave is for. Typically, however, all 12-month faculty would take the 6 weeks for birth/adoption. Keep in mind this structure is unfair – the 12-month employees continue to earn annual and sick leave while on leave.

288 salary is paid from C&G sources that permit such leave. This benefit shall expire on August  
289 31, 2024 unless the university provides an extension to the UFF in writing by August 7,  
290 2024.

291 (b) **Unpaid Parental Leave.**

292 (1) An employee who is ineligible or chooses not to use modified instructional duties  
293 (MID) or paid parental leave, the employee may request and shall be granted an unpaid  
294 parental leave not to exceed six months.

295 (2) Employees on unpaid parental leave may use up to six weeks of accrued sick  
296 leave for the period of leave immediately following the birth of a child (or eight weeks  
297 following a C-Section). Parental leave beyond the six-week period may be covered by other  
298 accrued paid leave or remain a period of unpaid leave.

299 (3) The period of parental leave shall begin no more than two weeks before the  
300 expected date of the child's arrival. Employees must complete the appropriate forms 30  
301 days before the anticipated date of birth or adoption.

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

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

308  
309 **17.8 Leave Without Pay.**

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

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

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

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

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

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

333 a. Notwithstanding the provisions of this Article regarding the use of sick leave,  
334 an employee may use any type of accrued leave in an amount necessary to cover the  
335 employee's contribution to the State insurance program and other expenses incurred by the

**Commented [CP18]:** The university is offering to pilot a C&G option for 9-month faculty that are able to charge 85% of their FTE to a contract/grant in the summer term. Pending approval from the funding agency, the employee would be permitted to be on full parental leave for the summer term following the birth/adoption event rather than a fall or spring semester. This option would only be available for faculty who could support that 85% threshold.

336 employee during an approved period of leave without pay. Under such circumstances, the  
337 employee must use a minimum of ten accrued leave hours per week.

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

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

344 (2) An employee's request for the use of accrued leave during a period of leave  
345 without pay shall be made at the time of the employee's request for the leave without pay.  
346 Such request shall include the amount of accrued leave the employee wishes to use during  
347 the approved period of leave without pay. If circumstances arise during the approved leave  
348 that cause the employee to reconsider the combination of leave with and without pay, the  
349 employee may request approval of revisions to the original approval, which will be reviewed  
350 by the University.

351

## 352 **17.9 Administrative Leaves.**

### 353 (a) **Jury Duty and Court Appearances.**

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

358 (2) An appearance as an expert witness for which an employee receives  
359 professional compensation falls under the Conflict of Interest/Commitment Article 19 and  
360 the University's policies and regulations relative to outside employment/conflict of interest.  
361 Such an appearance may require the employee to request annual leave, or, in the case of a  
362 non-annual leave accruing employee, they may request a modified work schedule.

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

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

### 371 (b) **Military Leave.**

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

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



384 (3) Other Military Leave.

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

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

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

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

400 (c) **Leave Pending Investigation.** When the University's representative has reason to  
401 believe that the employee's presence on the job will adversely affect the operation of the  
402 University, the University's representative may immediately place the employee on leave  
403 pending investigation of the event(s) leading to that belief. -The leave pending investigation  
404 shall commence immediately upon the university's representative providing the employee  
405 with a written notice. The leave shall be with pay, with no reduction of accrued leave.

406 (d) **Other Leaves Provided Not Affecting Accrued Leave Balances.** An employee  
407 may be granted the following other leaves not affecting their accrued leave balances:

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

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

421 (3) Athletic competition leave is provided for an employee who is a group leader,  
422 coach, official, or athlete who is a member of the official delegation of the United States  
423 team for athletic competition. Such paid leave not affecting leave balances shall be granted  
424 for the purpose of preparing for and engaging in the competition for the period of the official  
425 training camp and competition, not to exceed 30 days in a calendar year.

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

432 (e) **Official University Closings.** The University's representative may close the  
 433 University, or portions of the University, in accordance with University policies and  
 434 regulations relating to natural disasters or other emergencies. Such closings will be only for  
 435 the period it takes to restore normal working conditions. Leave resulting from such an  
 436 emergency closing shall not reduce employees' leave balances and should be recorded as  
 437 administrative (ADM) leave. University closures that cause leave-earning employees to  
 438 miss regularly scheduled assigned time/duties (such as office hours, departmental meeting,  
 439 etc.) shall be reported by the employee after such an event as ADM in accordance with  
 440 UCF's timekeeping procedures.

**Commented [CP19]:** For clarity- mirroring above.

442 **17.10 Recovery Leave.**

443 The purpose of recovery leave is to provide employees with serious medical conditions  
 444 and/or disabilities the opportunity to dedicate themselves to recovery and/or healing with the  
 445 hope of returning the employees to a productive status. Eligible employees are those who,  
 446 due to a serious medical condition or disability, are unable to perform the essential functions  
 447 of their job either with or without a reasonable accommodation. Recovery leave should not  
 448 be used in lieu of a reasonable accommodation if one is available. This section of the  
 449 Agreement outlines the process used to determine an employee's fitness for duty and/or  
 450 their prognosis for returning fit for duty. Employees who experience serious medical  
 451 conditions and/or disabilities are encouraged to contact Human Resources with questions  
 452 about benefits, including disability insurance, and other options, and to contact the Office of  
 453 Institutional Equity with questions about potential accommodations.

454 (a) ~~Placing Employee on~~**Fitness for Duty Assessment Prior to Recovery Leave.**

**Commented [CP20]:** This is a proposed change in nomenclature of the program so that there is a differential between "fitness for duty (FFD)" assessment and actual "recovery leave" that may follow that examination.

455 (1) Employee-Initiated: If a health care provider certifies that an employee will not be  
 456 able to perform the essential functions of his or her job either with or without reasonable  
 457 accommodations due to a serious medical condition or disability for three months or longer,  
 458 the employee may request to be placed on recovery leave.

459 (2) Employer-Initiated: If an employee's immediate supervisor and his or her  
 460 dean/vice-president reasonably believe that (i) the employee is unable to perform the  
 461 essential functions of his or her job either with or without reasonable accommodation due to  
 462 a serious medical condition or disability, or (ii) the employee poses a direct threat to his or  
 463 her own safety or the safety of others, the university representative may place the employee  
 464 on paid administrative leave during which time the employee is obligated to seek an  
 465 appointment as described below. The employee would then be required to submit to a  
 466 fitness for duty examination, the results of which shall be released to the University, by a  
 467 health care provider chosen through its EAP provider and paid by the University, or by a  
 468 health care provider chosen and paid by the employee who is also acceptable to the  
 469 president or representative. Such health care provider shall submit the appropriate medical  
 470 certification(s) to the University.

471 a. If the University agrees to accept the employee's choice of a health care  
 472 provider the University may not then require another University-paid fitness for duty  
 473 examination for at least six months.

474 b. It is the responsibility of the employee to notify the University in a timely  
 475 manner of any delay in scheduling or completing the required fitness for duty examination. If  
 476 the employee does not make arrangements for a fitness for duty examination during their  
 477 period of paid administrative leave, the employee shall be terminated at the end of the paid  
 478 administrative leave.

479 c. Prior to the fitness for duty examination, the health care provider shall be  
 480 provided by the University a description of the essential functions of the employee's job and  
 481 information from the appropriate AESP about what would constitute satisfactory  
 482 performance by the employee.

483 d. Before the employee is seen by the medical health professional, the  
 484 University must provide a written statement for the health care provider of its objective  
 485 justifiable suspicion based on specific facts or circumstances that an employee is  
 486 reasonably unable to perform the essential functions of his/her job as a result of a serious  
 487 medical condition or disability.

488 e. If the fitness for duty examination establishes that the employee is unable to  
 489 perform the essential functions of his or her job, the university representative shall place the  
 490 employee on recovery leave. Otherwise, the employee's paid administrative leave shall end,  
 491 and the employee shall return to their assigned duties to the extent practical.

492 (b) **Conditions of Recovery Leave.**

493 (1) Written notification to the employee placing the employee on recovery leave shall  
 494 include the duration of the recovery leave period and the conditions under which the  
 495 employee may return to work. These conditions may include the requirement of the  
 496 successful completion of, or participation in, a program of rehabilitation or treatment, and  
 497 follow-up medical certification(s) by the health care provider, as appropriate.

498 (2) The recovery leave period may be leave with pay or leave without pay. If the  
 499 recovery leave combines the use of accrued leave with leave without pay, the use of such  
 500 leave shall be in accordance with this Article.

501 (3) If the employee fulfills the terms and conditions of the recovery leave and  
 502 receives a current medical certification that the employee is able to perform the essential  
 503 functions of his or her job at least eight weeks before the recovery leave expires, the  
 504 university's representative shall return the employee to the employee's previous duties, if  
 505 possible, or to equivalent duties.

506 (c) **Duration of Recovery Leave.** Recovery leave, with or without pay, shall be for a  
 507 period not to exceed the duration of healing from the serious medical condition or disability,  
 508 or one year, whichever is less.

509 (d) **Failure to Complete Conditions of Recovery Leave or Inability to Return to**  
 510 **Work.** If the employee fails to fulfill the terms and conditions of a recovery leave and/or is  
 511 unable to return to work and perform the essential functions of his or her job at the end of a  
 512 leave period, the university representative may advise the employee, as appropriate, to  
 513 contact HR Benefits about the Florida Retirement System's disability provisions and  
 514 application process and release the employee from employment, notwithstanding any other  
 515 provisions of this Agreement. The employee may also choose to resign at any point during  
 516 the recovery leave process.