

Paid Parental Leave for 9 Month UFF Faculty Program Overview:

In order to request Faculty Paid Parental Leave, a faculty member must be eligible. Eligibility is defined as being a 9-month faculty member who does not accrue annual leave and is included in the United Faculty of Florida (UFF) bargaining unit on a benefit eligible line of 0.75 FTE or greater. FAUS employees and 12-month faculty are not eligible.

Below is a summary of the roles and responsibilities to be fulfilled by all parties to administer the program.

Faculty Member Responsibilities

In order to apply and qualify for Paid Parental Leave as described in the Program, a faculty member must:

- Submit a completed Paid Parental Leave for Faculty Request Form for 9 month UFF Faculty to their immediate supervisor.
- Give as much notice as possible when he or she anticipates the use of paid parental leave to enable the department to appropriately plan for course coverage and/or workload concerns.
- Submit a notice to the department no later than three (3) months prior to the intended leave period. A shorter notice period may be allowed, on a case-by-case basis, for good cause and/or special circumstances, as determined by the Provost or designee.
- Contact the Department of Human Resources regarding FMLA (Family & Medical Leave Act) and the rights/obligations under FMLA and the Paid Parental Leave Program.
- Provide FMLA and any other documentation as requested by Human Resources.
- Request to stop the tenure clock if desired and applicable.

Immediate Supervisor Responsibilities

In order to process a completed Paid Parental Leave for Faculty Request Form for 9 month UFF Faculty, an immediate supervisor will:

- Review the faculty member's submittal to ensure the intent of the leave request and to clarify the faculty member's responsibilities as specified in the document.
- If requested by the faculty member, process the request to suspend the tenure clock during the leave.
- Notify the Provost or designee and HR immediately should a faculty member on Paid Parental Leave (or a faculty member who has taken advantage of the benefit during their employment with the university) provide notice of resignation or fail to return as scheduled.

- Once the faculty member's request form is reviewed, the immediate supervisor will complete the section requesting the identification of a departmental contact and phone number and forward a signed copy to the College's dean. Accompanying the signed request form, the immediate supervisor should include a simple explanation of contingency plans to address course offerings and interventions to alleviate workplace concerns.

Dean's Office Responsibilities

Once the request form is completed, reviewed, and approved by the Dean's Office, a copy should be forwarded to the Provost or designee for further processing and record keeping.

Academic Affairs Office Responsibilities

The Provost or designee will review and process form and forward to Human Resources.

Interaction with the Family and Medical Leave Act (FMLA)

When a faculty member notifies his/her immediate supervisor or chair of their intent to participate in the Paid Parental Leave Program, a copy of the signed request form will be provided to the Department of Human Resources to assess the faculty member's eligibility under the Family and Medical Leave Act (FMLA). If FMLA eligibility requirements are satisfied, the paid parental leave will be designated as FMLA and tracked concurrently.