



Military Leave Reporting for OPS Employees

In Compliance with the federal Affordable Care Act (ACA) legislation and state reporting directives UCF is required to report Military leave for OPS employees for measurement of benefits eligibility. Please Note: Military leave remains unpaid time. OPS Students paid from work-study funds are excluded from Military leave reporting.

Documentation Attached:

[] Military Leave Orders [] Other appropriate documentation (*pleasespecify*) _____

EMPLOYEE:	EmpID:
DATE LEAVE BEGINS:	EXPECTED RETURN DATE:

Please indicate the employee’s current work schedule below:

	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Wk Total
Start Time								
End Time								

Department Name: _____

Department Contact: _____ Date: _____

Email: _____

I certify that the information provided on this form is complete and accurate.

Please return the completed form to the HR: Leave of Absence & Workers’ Comp section along with corresponding documentation at loandworkcomp@ucf.edu or fax: 407-882-9023.