



MILITARY LEAVE CHECKLIST

EMPLOYEE RESPONSIBILITY

1. Discuss your Leave of Absence with your Supervisor.
2. For additional information on Leaves of Absence, and to obtain the Military Leave Request Form, visit the Human Resources website at <http://hr.ucf.edu>
3. Read the "Employee and Department Responsibilities and Instructions for Completion of Military Leave Request Form" which is part of the Request form. **Be sure you understand your responsibilities as your signature on the Military Leave Request Form verifies you are stating that you have read and understand these pages.**
4. Submit the completed Military Leave Request Form and official military orders to your Supervisor. When possible these forms should be submitted thirty (30) days in advance of the first day of leave. If military orders are not available within the first thirty (30) calendar days of the leave, a letter from an authorized official is requested. The letter should include the following information: leave dates including expected date of return, contact information of the authorized official, your rank and duty station.
5. If applicable, notify your department of the name, address and telephone number of your designated Power of Attorney. A Power of Attorney has the authority to assist with employment matters and benefit options.
6. After the first 30 calendar days of Active Duty, you may be eligible for a military pay supplement, if your university base salary is higher than your military base salary. Contact your Leave Coordinator for additional information.
7. Discuss with your Supervisor, whether you wish to use accrued leave hours while on leave.
8. Your leave of absence is a Qualifying Event. Employees, who wish to cancel or change their insurance due to their leave, must contact PeopleFirst directly at 866-663-4735 within sixty (60) days of the start of their leave. If continuing benefits coverage while on unpaid leave, you must contact the HR Benefits Section at 407-823-2771 and make arrangements to pay for your insurance premiums. Premiums must be paid monthly and on time or coverage will be suspended and unusable until all back payments are received and processed which may take up to two (2) weeks, during which time your benefits will continue to be unusable.
9. You may wish to contact the Division of Retirement at 866-446-9377 and/or life insurance companies that you may have coverage with, to ensure your information is up to date.
10. **Within ten (10) business days prior to the expiration of your leave of absence, or by the date given to you in your leave approval letter, you must submit an Intent to Return to Work Form, or submit a new Military Leave Request Form and military orders to request an extension, or submit your resignation. You may request up to 90 days of additional leave after the end date of your orders. Time limits for returning to work depend on the duration of the orders:**
 - Service of 1-30 days, the beginning of the next regularly scheduled work period on the first full day (after a minimum 8 hours rest period)
 - Service of 31-180 days, within 14 days
 - Service of 181 days or longer, within 90 days
11. **If you fail to notify us of your intention, and you do not return to work on the date specified on your Military Leave Request Form, UCF will consider you to have resigned.**
12. When returning from Military Training, provide a copy of your Leave and Earnings Statement (LES) to the Leave Administration section.
13. When returning from Active Duty, provide a copy of your DD-214 to the Leave Administration section.
14. When returning from leave, contact PeopleFirst within sixty (60) days of your return date to re-enroll in insurance plans that you may have cancelled.

DEPARTMENT RESPONSIBILITY

1. Department should advise employees who receive military orders to be absent from work for more than ten (10) business days that they must submit a Military Leave Request Form and a copy of the military orders. When possible these documents should be submitted thirty (30) days in advance.

2. When an employee submits the Military Leave Request Form and military orders, the department must obtain the proper authorized signatures and forward these documents within twenty-four (24) to forty-eight (48) hours to the Leave Administration section via fax or email. Originals are not required.
3. Department must review the Military Leave Request Form as follows:
 - Check to make sure that it has the appropriate signatures and it has been approved or denied.
 - Check to ensure the leave dates being requested are specified.
 - If the employee is Faculty, review employment contract to ensure that the leave of absence does not extend beyond the contract's end date.
 - Review the employee's accrued leave balance so you are aware of how much paid leave they have available for use.
4. When the employee is on paid leave status, you must monitor their leave each pay period to ensure leave is being used in accordance with UCF policy. When using leave, the leave and pay exceptions report (LAPER) must be completed each biweekly pay period. Please contact the Leave Administration section to discuss proper pay codes to be used based on the type of military leave being requested.
5. Should the employee's status change to leave without pay, an ePAF must be submitted to place the employee on unpaid leave.
6. Upon receipt of the Intent to Return to Work Form, the department must submit an ePAF to return the employee back to active work status.

HUMAN RESOURCES RESPONSIBILITY

1. To review, approve or deny the Military Leave Request Form for all employees.
2. To review the Military Leave Request Form and military orders provided.
3. Send the employee a letter to his/her home address advising of approval or denial of the request for leave. Send a hard copy to HR Records; email copy to supervisor, Dean or Director who signed and the department's payroll processor plus to the employee at all email addresses the employee provides.
4. Upon approval of the Military Leave Request Form, the leave of absence letter will be used as the source document to change the employment status in PeopleSoft to "Paid Leave of Absence" or (Unpaid) "Leave of Absence".