

**ARTICLE 10**  
**LEAVES**

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- 10.1 Policy. Leave is provided in a variety of forms to meet the needs of both the University and its employees. All leave is administered in accordance with this Agreement and applicable laws. All leave is granted at the discretion of the appropriate administrator unless the applicable law or this Agreement provides otherwise. Permission for annual and sick leave shall not be arbitrarily withheld. Nothing contained in this Agreement shall modify or replace any leave governed by Florida Statutes, federal law, and/or applicable rules or regulations.
- 10.2 Annual Leave. Regulation FPU-6.004 Annual Leave adopted by the Board of Trustees, and amended on September 14, 2016, governs the provision, administration, and use of Annual Leave for and by eligible employees.
- 10.3 Sick Leave. All bargaining unit members accrue sick leave according to the schedule contained in Regulation FPU-6.005 Sick Leave adopted by the Board of Trustees, and amended on March 1, 2018. This regulation governs Sick Leave unless this Agreement provides otherwise.
- 10.4 Sick Leave Pool. Regulation FPU-6.006 Sick Leave Pool adopted by the Board of Trustees on February 5, 2014, governs the Sick Leave Pool for eligible employees.
- 10.5 Family and Medical Leave Act (FMLA). Policy FPU-6.0071P Family and Medical Leave of Absence adopted by the University on February 3, 2017, governs FMLA leave by eligible employees.
- 10.6 Paid Parental Leave. The University will provide paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. Eligible employees are eligible for paid parental leave as follows:
- (a) Upon request, an employee shall be granted a paid parental leave:
1. For twelve-month employees, the leave will not exceed a period of eight (8) consecutive weeks, normally commencing no sooner than one (1) week before, or no later than three (3) months after, the date of the birth or adoption;
  2. For employees with full-time Academic Year appointments, the leave will not exceed a period of up to ten (10) consecutive weeks during the Academic Year, normally commencing no sooner than one (1) week before, and no later than three (3) months after, the date of the birth or adoption.

**For the University**

  
\_\_\_\_\_  
Alexander Landback  
Chief Negotiator  
7/24/19  
\_\_\_\_\_  
Date


**For the UFF**

  
\_\_\_\_\_  
Myles Kim  
Chief Negotiator  
July 24, 2019  
\_\_\_\_\_  
Date

- 1 (b) An Employee may utilize up to two weeks of sick leave at the end of the parental leave  
2 period. An Employees must inform the University of his or her intent to use the two  
3 weeks of sick leave as described in Section 10.6(f).
- 4 (c) During parental leave, the employee will not accrue annual or sick leave time.
- 5 (d) Parental leave may be used no more than twice during the employee's employment at  
6 the University. Under this program, if both parents are employees of the University,  
7 only one may request paid parental leave for each qualifying event (birth or adoption).
- 8 (e) To be eligible to participate in this program, an employee must: (1) be employed full-  
9 time; (2) have been employed with the University for a total of at least twelve (12)  
10 months prior to the date of the birth or adoption, and; (3) have been employed at the  
11 University for at least 1,250 hours of service during the previous twelve (12) month  
12 period. Employees on part-time, temporary time-limited term, or visiting  
13 appointments are not eligible for parental leave. Paid parental leave is available to  
14 female and male employees.
- 15 (f) Under normal circumstances, and assuming the leave is foreseeable, the Employee will  
16 request the use of paid parental leave, and the use of up to two weeks of sick leave at  
17 the conclusion of the paid parental leave, in writing no later than three (3) months  
18 prior to the beginning of the leave.
- 19 (g) Parental leave is separate from FMLA leave. If an employee is granted parental leave  
20 and FMLA leave, the leaves shall run concurrently.
- 21 (h) Pursuant to Regulation FPU-6.008 Outside Employment and Outside Activities  
22 (Adopted 7-29-2014), employees on paid parental leave cannot engage in outside  
23 employment without first completing and submitting an Outside  
24 Employment/Activity Disclosure Form to Human Resources and securing the written  
25 approval of Human Resources and the Provost in advance.

26 10.7 Other Types of Leave. Regulation FPU-6.007 Other Types of Leave adopted by the Board of  
27 Trustees on February 5, 2014, governs Administrative Leave (including Jury Duty, Non-  
28 Expert Witnesses in a Hearing or Trial, Athletic Competition, Official Closing of the  
29 University, Florida Disaster Volunteers, Volunteer Emergency Response Team Members,  
30 Voting in Public Elections, University Investigations, Disciplinary Notice, Best Interest of the  
31 University, and Presidential Discretion); Bereavement Leave; Compulsory Leave; Family and  
32 Medical Leave; Military Leave; Workers' Compensation; and Domestic Violence Leave for  
33 eligible Faculty Members.


**For the University**

  
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Chief Negotiator

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1 10.8 Certification of Work and Absences. Employees will comply with University Policy FPU-  
2 6.0031P Work and Absence Certification adopted April 12, 2017.

3 10.9 Unpaid Leave.

4 (a) Granting/Denial. Upon request of an employee, the University may grant a leave  
5 without pay for a period not to exceed one (1) year, provided such leave would not be  
6 inconsistent with the best interests of the University. Such leave may be extended upon  
7 mutual agreement. The University shall approve or deny such request, in writing, no  
8 later than thirty (30) days after receipt of the request. If not approved within thirty (30)  
9 days, the request shall be deemed denied.

10 (b) Retirement Credit. Retirement credit for such periods of unpaid leave shall be  
11 governed by the rules and regulations of the Division of Retirement and the provisions  
12 of Chapter 121, Florida Statutes.

13 (c) Retention of Leave and Holiday Pay. Pursuant to this section, while on unpaid leave,  
14 the employee shall retain accumulated sick and annual leave, but shall not accrue, or  
15 be entitled to use, sick or annual leave. While on unpaid leave the employee is not  
16 entitled to holiday pay.

17 (d) Benefit Premiums. Employees on unpaid leave will be responsible for the entire cost  
18 of benefit premiums. Employer contributions shall be governed by applicable rules,  
19 regulations or Florida law.

20 (e) Other Benefits. Employees on unpaid leave are not entitled to any fringe benefits  
21 during the unpaid leave period.

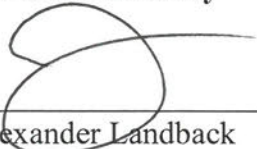
22 10.10 Return from Leave.

23 (a) An employee who returns from an approved paid leave shall be returned to the same  
24 or an equivalent position in the same work location.

25 (b) An employee who returns from unpaid leave shall be returned to the same or an  
26 equivalent position in the same work location, unless such a position is unavailable. In  
27 the event an equivalent position in the same work location is unavailable, the  
28 University will identify and offer the employee an equivalent position at a different  
29 location.

30 (c) Regardless of whether or not the parental leave was with or without pay, upon return  
31 from leave, the employee's base salary shall be adjusted to reflect all base salary  
32 increases, distributed to in-unit employees during the period of leave, for which the  
33 employee was eligible.


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