

Policy and Procedures for Faculty Leave in SharePoint

- All Faculty Members should complete the Faculty Leave Request form (attached and also located at link below) for all types of leave: Vacation, Sick, Conferences, Jury Duty, FMLA, and/or Administrative (Study Section).
 - Clinical Faculty will also indicate clinical coverage.
 - Faculty do not receive bereavement leave. Please use sick or vacation.
- Supervisor will approve by signing the paper form.
 - If a conference, Supervisor will first need to confirm with the fiscal office if conference travel is approved to be paid for by the department.
- Supervisor will provide the signed paper form to the designated staff member by division below who will then enter it into the SharePoint leave system.

<u>Division</u>	<u>Staff Member</u>
Addiction	Jessica Sanders
Adult, VA, SPH	Holly Haltner-Pfiester
Consult & Unit 52	Priscilla Spence / Holly Haltner-Pfiester
Chair	Priscilla Spence
Child	Terra Smith
Forensics	Susan Nobles
Psychology	Monica Brook
Research	David Roberts
SMH	Cindy Silva
Vero	Gina Palladino

- After the staff member enters the leave into SharePoint, SharePoint sends Maria Di Pompo an email so she can enter the leave into PeopleSoft.
 - ***If there is a change to leave already entered in SharePoint***, please delete the leave item and reenter the revised leave. This will generate a new email to send to Maria, so the correct leave is entered into PeopleSoft. If you go into an existing one and change the dates, SharePoint will not generate an email to Maria and she will not know if leave has been changed.
- The staff member saves the paper forms on the Shared Drive.
- The leave is populated on a SharePoint Calendar. To view the calendar, please view the link: <https://sharepoint.ahc.ufl.edu/edu/com/psychiatry/PsychAbsReqSys/Pages/Home.aspx>
 - The default is the entire Department Calendar but if you wish to just see your division, please go to the left side of the screen and click on your division.

If you have any questions or need training, please ask Maria Di Pompo maria.dipompo@ufl.edu 352 594-4325 or Denise denisel@ufl.edu 352 594-4229.