Policy and Procedures for Faculty Leave in SharePoint
Updated 7/1/2022

- 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, Meeting, FMLA, December Personal Leave (DPL), Internal tracking, Leave without pay, Case, and/or Administrative (Study Section).
    - Clinical Faculty will also indicate clinical coverage.
    - Faculty do not receive bereavement leave. Please use sick or vacation.
    - Vacation request must be submitted at least 45 days prior to time being requested.
    - Sick request must be submitted no later than 5 days upon returning to the office.
    - Request for planned FMLA must be submitted at least 30 days prior to time being requested.
    - Leave request forms for unplanned sporadic FMLA must be submitted no later than 5 days upon returning to the office.
- Supervisor will approve by signing the paper form.
    - Conferences: Supervisor will first need to confirm conference travel can be supported by their divisions travel budget allotment.
- Supervisor will provide the signed Faculty Leave & Coverage request form to the designated staff member by division below who will then enter it into the SharePoint leave system.
- Staff

Division	Staff Member
Addiction	Hannah Hatcher
Adult, VA, SPH	Heather Morgan
Consult	Priscilla Spence
Chair	Priscilla Spence
Child	April Gerry
Education	Britany Ratliff
Psychology	Monica Brook
Research	David Roberts
SMH	Cindy Silva
Vero	Gina Palladino

- Members Procedure:
    - Leave should be entered into SharePoint as soon as you receive them. That way Psych-HR can enter them promptly for that payroll cycle and process in a timely manner.
    - After the staff member enters the leave into SharePoint, SharePoint sends Psych-HR an email so the leave can be entered into PeopleSoft.
    - ***If there is a change to leave already entered in SharePoint***, please delete the leave item and notify Psych-HR that this has been removed. Then reenter the revised leave and this will generate a new email to Psych-HR, so the correct leave is entered into PeopleSoft.
    - The staff member uploads the paper forms into SharePoint.
    - 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.
    - As a reminder, please send your quarterly reconciliations to Psych-HR email.

Resources:
- If you have any questions or need training, please ask Shelly Chang 352-594-4325 or Shaniece Benis 352-594-4306 or at PSYCH-HR@ad.ufl.edu