

## **FY24-25 Psychiatry Faculty Leave Reminders**

Please review the reminders below regarding: ***Leave entered into SharePoint and Adjunct Absence policy.***

### **Faculty Leave in SharePoint:**

- See attached and also link below for procedures and Faculty Leave Request form. All types of leave should be reported: Vacation, Sick, Conferences, Meeting, Family Medical Leave of Absence (FMLA), Paid Family Leave, December Personal Leave (DPL), Internal tracking, leave without pay, and/or Administrative (Study Section).
- Please Note that Clinical Faculty Leave requires 45 days prior notice.
- All leave requests submitted must have a leave form attached and signed by supervisor.

### **Adjunct Faculty Absence Policy:**

- Adjunct Faculty do not accrue leave. However, the department provides six (6) flexible annual leave days, depending on the faculty member's assignment. For example, if an Adjunct Faculty member is a .10 FTE (4 hours, or 1 half day, per week), they will be allotted six (6) half days of leave. Any leave taken beyond these six (6) flex days will be designated as NO PAY status. The flex days are tracked within a Fiscal Year, from July 1<sup>st</sup> through June 30<sup>th</sup>.
- Anytime Adjunct Faculty are out or do not attend scheduled clinics, they will need to notify their supervisor and administrative staff.
- Administrative Staff internally track the six (6) flex days and notify PsychHR when to enter NO PAY status.
- Please Note that Clinical Faculty Leave requires 45 days prior notice.
- All leave request submitted must have a leave form attached in SharePoint and signed by supervisor.

### **Forms / Websites:**

- <https://psychiatry.ufl.edu/about-us/staff/fiscal-forms/>
- <https://sharepoint.ahc.ufl.edu/edu/com/psychiatry/PsychAbsReqSys/Pages/Home.aspx>

Please contact our Department of Psychiatry Human Resources (HR) shared email [PSYCH-HR@ad.ufl.edu](mailto:PSYCH-HR@ad.ufl.edu) if you have any questions.