

Policy and Procedures for Faculty Leave in SharePoint

- All Faculty Members should complete the Faculty Leave Request form **prior to scheduled leave** (attached and also located at link below) for all types of leave: 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). <https://psychiatry.ufl.edu/about-us/staff/fiscal-forms/>
 - 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 admin staff member by division below, who will then enter it into the SharePoint leave system.
- Admin Staff

<u>Division</u>	<u>Admin Staff</u>
Addiction	Hannah Hatcher
Adult, VA, SPH	Heather Morgan
Consult Liaison	Heather Morgan
Chair	Aubrey Bonsal
Child	David Roberts
Education	Heather/Kim
Psychology	Monica Brook
Research	Kim Rowe
SMH	Natasha Davis

- Admin Staff Procedure:
 - ***Please enter leave into SharePoint as soon as the approved request is received.*** Timely entry in PeopleSoft is crucial to ensure that leave is accurately reflected on paychecks and to avoid additional HR paperwork due to delays. If leave is entered over 90 days, please provide a justification to PSYCH-HR for the reason why it wasn't entered timely.
 - When entering a whole week of vacation time during a Holiday week, please do not include the Holiday in the total vacation time off request.
 - The staff member uploads the paper forms into SharePoint.
 - 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.
 - As a reminder, please complete ***SharePoint quarterly reconciliations*** to make sure all leave is accurate. If there are any discrepancies please notify PSYCH-HR.
 - 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 contact PSYCH-HR@ad.ufl.edu or call Natalya Stewart 352-594-4306 or Shelly Chang 352-594-4325 for assistance.