

## For Residents/Fellows:

### 1. Initiating the Leave Request:

- Residents or Program Coordinators should fill out the Extended Leave of Absence Request Form, available at the provided link. However, this form should only be filled out 30 days before the intended leave start date. <https://benefits.hr.ufl.edu/time-away/extended-leave-of-absence-request-form/>

### 2. HR Benefits Email Request:

- After the form is submitted, HR Benefits will send an email requesting specific leave dates.

### 3. Qualification for FMLA:

- Residents should be informed that qualification for FMLA is not necessary, as it's only for job protection purposes. They are still eligible for the GME 6 weeks leave according to your institution's policy.

### 4. Completing Forms:

- Once the resident provides the leave dates, HR Benefits will send either the prepopulated Extended Leave of Absence (ELOA) form or the Medical Certification form, which residents should have their doctors fill out.

### 5. Medical Certification Submission:

- The completed Medical Certification Form from their physician should be emailed directly to [benefits@ufl.edu](mailto:benefits@ufl.edu).

### 6. Signing the ELOA Form:

- The ELOA form should be signed by the resident and the Program Director (PD). The PD should sign in two places (supervisor and director).
- A signed copy of the ELOA form should be sent to [benefits@ufl.edu](mailto:benefits@ufl.edu), [sally@ufl.edu](mailto:sally@ufl.edu), and the HR department's Payroll person.

### 7. Duty Hours Logging:

- Residents should log duty hours as GME 30 days during their leave.
- Sick leave and Vacation if used.

### 8. Using Sick Leave and Vacation Time:

- If the resident uses more than 6 weeks of leave, they should communicate with their Program Coordinator about how much time they will take from their Sick Leave and Vacation time, and ensure these hours are properly tracked.
- Please inform your Program Director to confirm if you need to make up time according to your Board's requirements.

9. **Communication:**

- Residents should keep their Program Director and Program Coordinator informed about their return date and any changes.
- Reach out to Fringe Benefits to add new dependents <https://hr.med.ufl.edu/talent-management-benefits-specialists/>

**For Program Coordinators:**

1. **Keeping Payroll Informed:**

- Program Coordinators should keep the Department Payroll informed about any changes in leave status.

2. **Monitoring Duty Hours:**

- Monitor Non-Instructional (NI) Duty Hours to ensure residents are properly logging their hours.

3. **HR/Payroll Notification:**

- Ensure that your HR/Payroll department is informed of the leave dates for residents.
- Residents are responsible for entering duty hours in advance to reflect when they will be out.

4. **Entering Leave in PeopleSoft:**

- Your Department Payroll office should create an Electronic Personnel Action Form (EPAF) when the resident goes out on leave and another when they return.
- Payroll should also manually enter time and labor in PS, to ensure correct pay.

**Helpful Links:**

- <https://benefits.hr.ufl.edu/time-away/extended-leave-of-absence-request-form/>
- [https://gme.med.ufl.edu/wordpress/files/2023/07/Revised\\_GME-403-Housestaff-Leave-from-Training-Policy-with-30-days\\_eff-July-1-2023.pdf](https://gme.med.ufl.edu/wordpress/files/2023/07/Revised_GME-403-Housestaff-Leave-from-Training-Policy-with-30-days_eff-July-1-2023.pdf)
- **Short Term Disability questions please contact COM HR BENEFITS:**  
<https://hr.med.ufl.edu/talent-management-benefits-specialists/>