GA LEAVE OF ABSENCE PROCESS

Link to GA leave page:
https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/current-employees-status-changes/graduate-assistant-leave-of-absence-process/

Paid Family Leave of Absence:
- Student completes Extended Leave of Absence Request form https://benefits.hr.ufl.edu/time-away/extended-leave-of-absence-request-form/.
- Leave is approved or Denied, HR-Benefits sends follow up to home department
- If approved, Department enters ePAF (change employment status) to initiate the Paid or unpaid Leave of Absence status
- While in this status the student has to enter manual time (prefer department enter for student).
- Department enters ePAF (change employment status) to end leave status and return student back to normal in Job Data

Academic Leave of Absence:
- Department completes letter template & routes to COM-HR Graduate Programs contact (Raina Carter).
- Raina sends to HR Benefits email and they reply with approved or denied
- If approved, Department enters ePAF (change employment status) to initiate the Paid or unpaid Leave of Absence status
- While in this status the student has to enter manual time (prefer department enter for student).
- Department enters ePAF (change employment status) to end leave status and return student back to normal in Job Data

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