

**1. When did USF change from the Rolling 12-month period to the Fiscal Year?**

**A.** July 1, 2021. In-unit faculty employees are not affected and will remain as they were on the fiscal year (July 1-June 30) as stated in the United Faculty of Florida Collective Bargaining Agreement (UFF).

**2. How are FMLA hours tracked in the Automated Leave Tracking System (ALT)?**

**A.** FMLA leave will continue to be tracked bi-weekly.

**3. What is my end date if approved intermittently with a beginning date of July 1, 2021, for an on-going serious health condition?**

**A.** All approvals are based on medical certifications provided by the healthcare provider. If approved for a year, the 12-month period will end on June 30, 2022. A new certification will be required for the new Fiscal Year.

**4. How are FMLA hours approved if the employee was currently approved on a rolling 12-month period and later approved on the fiscal year?**

**A.** Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the fiscal year.

**For Example,** if the employee has taken eight weeks of leave during the fiscal year (July 1, 2021 -June 30, 2022), an additional four weeks of leave could be taken.

**5. If currently approved for FMLA leave past June 30, 2021 will I need to recertify for the change to fiscal year?**

**A.** The employee has an FMLA request, HR would enter 480 hours for the Fiscal Year. The transition from the rolling period to the fiscal year must take place in such a way that the employee retains the full benefit of 12 weeks. Once the current approved FMLA certification runs out or is closed, and hours are remaining for the Fiscal Year, a new certification for any new case for the Fiscal Year will be required.

**Example:** If an employee is on continuous leave from June 15 to July 15<sup>th</sup> and has used 184 hours of FMLA leave. For June 30, 2021, any hours that were remaining were removed from ALT. On July 1, 2021, 480 hours are entered for the new Fiscal Year. From July 1, 2021, to July 15, 2021, 88 hours were used for the employee's FMLA in the Fiscal Year. For the Fiscal Year until June 30, 2022, 392 hours remain in ALT for the employee to utilize for eligibility.

**6. Will the FMLA Administrator enter the full 480 hours all at once in ALT or on an as-needed basis?**

- A. The full amount of 480 hours will be entered into ALT. Each case will need to be monitored for hours and entered into ALT, with the remaining balance still showing in ALT for the Fiscal Year.
- 7. How will FMLA hours be removed in ALT if the employee did not use all hours?**
- A. Departments are required to conduct audits bi-weekly. Once the end date of the request has been attained, HR will close the specific case. If another case is to open, HR will open that case in ALT, but hours will remain in ALT through the end of the Fiscal Year.
- 8. How are FMLA hours approved for In-unit faculty employees?**
- A. In-unit faculty employees will continue to be approved on a fiscal year (July 1 – June 30) as stated in the United Faculty of Florida Collective Bargaining Agreement (UFF). All unused hours will be removed by HR at the end of the fiscal year.
- 9. How are FMLA hours approved for out-of-unit faculty employees?**
- A. Out of unit faculty employees will be approved on a fiscal year (July 1 – June 30).