

To All Faculty and Staff:

The University of South Florida (USF) and Central Human Resources are pleased to announce a change to the FMLA tracking method that will better serve USF employees.

Effective **July 1, 2021**, USF will begin tracking FMLA absences (both intermittent and continuous leaves) of eligible employees on a fixed fiscal year basis, and will cease the tracking of such leave on a rolling 12-month period measured backward from the start date of the employee's requested leave period. All other processes of FMLA will remain the same; it is only the **tracking** of FMLA absences that will change.

Eligibility determination for FMLA will remain the same under the Family and Medical Leave Act and will be processed by Central or Branch Human Resources, as appropriate. Eligibility requirements will continue to be 12 months of employment, AND 1,250 hours worked during the preceding 12 months from the date the employee's FMLA begins.

Employees Currently Approved for Intermittent FMLA and/or Continuous FMLA – Those employees who have been determined eligible and certified for FMLA during the current 12-month rolling period (prior to July 1, 2021) will continue to be in a certified and approved status through the end of the identified FMLA period. There is no need for further approval until the time already approved has ended, and you require additional FMLA absences. USF Regulations 10.203 Benefits and Hours of Work (Staff) and 10.104 Benefits and Hours of Work (Faculty) are currently under revision to reflect the change.

During this transition period, additional information, and a list of frequently asked questions (FAQ) will be available on the HR website beginning the week of May 17, 2021.

This revision shall NOT apply to those employees who are covered under USF's United Faculty of Florida (UFF) Collective Bargaining Agreement (CBA). Employees under UFF CBA will have no revision in how FMLA absences are tracked.

Should you have any immediate questions and/or concerns regarding this revision, please contact the FMLA Team at [FMLA@usf.edu](mailto:FMLA@usf.edu).