Effort Guidance for Paid Leave of Absence Including FMLA

Per Effort Directives and Procedures – 3.8: EffortReportingDirectivesProcedures.pdf (ufl.edu)

Paid leave, such as vacation time and sick leave, is charged to sponsored projects as part of the normal charge for salaries, wages, and fringe benefits. If an individual is expending effort on multiple sponsored projects at the time of the leave, the charges to the sponsored projects should be consistent with the usual salary charges in keeping with UF policies.

During effort reporting, if the leave of absence is for an extended time period, such as FMLA, the percentage of time associated with leave of absence should be allocated to the Leave of Absence Category in the Effort Reporting System. This can be calculated with the time that the leave of absence was taken during the effort semester.

Regardless of the sources of funding the payroll charges are allocated to, the effort should be reported to the leave of absence category.

In addition, the time associated with a leave of absence cannot be used toward meeting an effort commitment.

Per the effort directives and procedures: Extended leave, including sabbatical, may have an impact on a key person's ability to meet his/her effort commitment to a sponsored project. If the extended leave lasts for 90 days or more, the sponsor should approve the extended leave in advance. If, as the result of extended leave, a key person reduces the time that he /she expends on the project by 25% or more of the original commitment, sponsor's prior approval is required. If you are aware of or anticipate extended leave on a sponsored project, contact the Division of Sponsored Programs to coordinate Sponsor approval and an update to the individual's commitments.
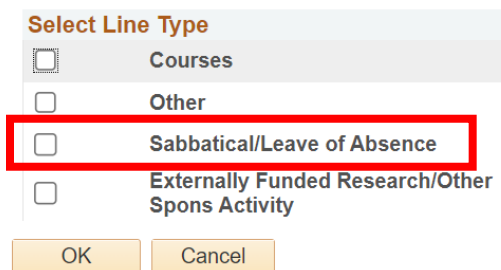
Steps to update the effort record are found below:

To allocate effort to this category, on the main effort screen of the employee's effort record, select the "Add Activity" button.

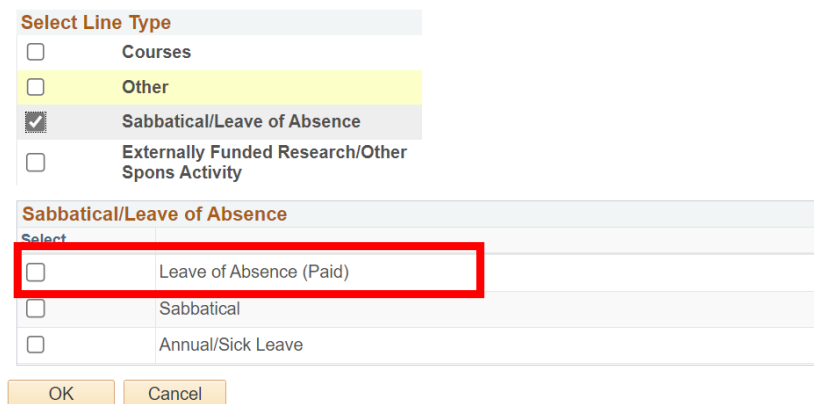Then select the category sabbatical/leave of absence.

Add Activity

Select Line Type

☐	**Courses**
☐	**Other**
☐	**Sabbatical/Leave of Absence**
☐	**Externally Funded Research/Other Spons Activity**

OK   Cancel

Then select Paid Leave of Absence.

Select Line Type

☐	**Courses**
☐	**Other**
☑	**Sabbatical/Leave of Absence**
☐	**Externally Funded Research/Other Spons Activity**

Sabbatical/Leave of Absence

Select

☐	Leave of Absence (Paid)
☐	Sabbatical
☐	Annual/Sick Leave

OK   Cancel

This will add the category to the effort record to report the percentage of time that the employee was on a leave of absence.

Having payroll recorded to a project and effort recorded to the Leave of Absence category will create errors on the effort report. Please notify Cost Analysis at effort@admin.ufl.edu and they can process an override to allow the effort record to be certified.