

Options for in-unit faculty expecting children/ adopting	Modified Instructional Duties (MID)	Paid Parental Leave (PPL)	Unpaid / Regular Full Parental Leave	Unpaid / Regular Reduced Work Schedule Parental Leave
How far in advance do I need to request this type?	Before annual assignment (or submit new form)	3 months prior to the leave start date	30 days	30 days
To whom do I send the request forms?	Faculty Excellence	Chair>Dean>HR	Chair>Dean>HR	Chair>Dean>HR
What is the maximum duration?	One semester (fall or spring)	Instructional job <u>requires</u> full period (19.5 weeks:12-mo, one semester:9-mo) up to 3 mos. for non-instructional	Leave period can be up to 6 months	Leave period can be up to 6 months
Do I need to use my own sick or annual leave?	Not unless leave is taken during this period	Deducted from accrued leave upon separation as per MOU and UFF Article 17	Sick leave can be used while the mom is under doctor's care, annual or leave w/o pay after that	Sick leave can be used for hours not worked while mom is under a doctor's care, annual or leave w/o pay after that
Will my paycheck amount change?	No	No	Only if leave w/o pay is used	Only if leave w/o pay is used
Can I work during this time?	Yes (required; or use leave)	No	No	Yes (required; or use leave)
Can I participate in the tenure/promotion process during this leave?	Yes	No	No	Yes
Will my tenure clock automatically be extended?	No	Yes	Yes	Yes
How often can I use this?	unlimited	2 times maximum	unlimited	unlimited
What forms are needed?	Modified Instructional Duties Application	Parental Leave Request, In unit PPL MOU, CHCP-(Direct to HR)	Parental Leave Request, CHCP-(Direct to HR)	Parental Leave Request, CHCP-(direct to HR)
Where do I get the forms? (see reverse)	Faculty Excellence Website	HR Website	HR Website	HR Website
If you have questions, please first direct them to your college/department and then to HR or Faculty Excellence.				

Links to forms mentioned above:

MID Form and information	https://facultyexcellence.ucf.edu/paid-parental-leave/
Paid Parental Leave	https://facultyexcellence.ucf.edu/paid-parental-leave/
MOU for Paid Leave	https://hr.ucf.edu/files/PaidParentalLeave-InunitfacultyMOU.pdf
General parental leave info	http://hr.ucf.edu/liaisons-and-managers/manager-resources/personnel-issues/leave-of-absence/parental-leave/
Parental Leave Request form	http://hr.ucf.edu/files/ParentalLeaveRequestForm.pdf
Medical Certification form for mother	http://hr.ucf.edu/files/CertificationHealthCareProviderEmployee.pdf
Medical Certification form for father	http://hr.ucf.edu/files/CertificationHealthCareFamily.pdf
Documents for adoptions	A copy of a Court or Agency document placing a child in your home is required when requesting parental leave for the adoption of a child or the placement of a foster child in your home.
CBA Article 17 (starts on pg 60)	http://www.collectivebargaining.ucf.edu/proposals/2015-2018FB/2015-11-12AllTAdArticlesBOOK.pdf