UNIVERSITY of SOUTH FLORIDA

Employee Quick Guide

Steps to Request Medical Leave Journey in Oracle HR



Employee goes into absence and continues with a journey.

The Journey can be found in Oracle HR



Employee should submit Request for a Medical Leave Journey in Oracle HR

Central Human Resources will determine eligibility. CHR responds within 5 days with preliminary eligibility notice and next steps



Provide required information/documentation

CHR Absence Administration will notify the employee of leave type eligibility, and the required documentation needed

Submit required documents via Oracle HR



Central Human Resources Review

Central Leave responds within 5 days with next steps

If more information is required, an employee has seven calendar days to have the medical certification updated



Once Eligibility is approved, HRBP will create a case in Oracle HR and Employee must submit the appropriate documentation to obtain approval for leave.



Return-to-Work if required for your continuous leave of absence.

A return-to-work note is required prior to a return to work due to your own serious condition

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