



NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ EMPLOYEE ID#: \_\_\_\_\_

COLLEGE / DIVISION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
Period of Employment:  _____ to _____	Period of Employment:  _____ to _____	Period of Employment:  _____ to _____
Beginning Balance _____	Beginning Balance _____	Beginning Balance _____
Used   Date/Initial   Balance	Used   Date/Initial   Balance	Used   Date/Initial   Balance
Signature of Employee:	Signature of Employee:	Signature of Employee:
Signature of Accountable Officer:	Signature of Accountable Officer:	Signature of Accountable Officer:

Complete and email to [leaveadmin@usf.edu](mailto:leaveadmin@usf.edu)

**GENERAL LEAVE POLICY:** In accordance with Article 10 of the USF/GAU-UFF agreement, each employee shall be credited with five (5) days of paid leave per semester appointment. Such paid leave shall be used in increments of not less than one (1) day. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described below, would be charged with two

(2) days of leave, regardless of FTE appointment, or number of work hours scheduled. The leave provided shall not be cumulative. Note: The maximum number of leave days credited to the employee for Summer Semester (A, B, and C terms combined) is five days.

**An employee may use leave when:**

- Disabled or otherwise unable to perform because of injury, illness, jury duty, required U.S. military service, or when unable to so perform because the employee's presence is required elsewhere because of injury, illness, or death in the immediate family. Immediate family shall consist of mother, father, spouse, sister, brother, child, a person in a legal dependent relationship with the employee, or other relative living in the employee's household. The employee shall notify the supervisor of the inability to serve as soon as possible.
- Taking examinations for professional licensing related to the degree or qualifying examinations as required by the University.
- Traveling to conferences or other events for professional development.