

## Leave of Absence (LOA) Process

Florida International University, as an employer, is responsible for complying with all Federal, State and Local regulations, as well as University policies. As such, we are obligated to determine an employee's eligibility for all leaves including those designated as [Family and Medical Leave Act \(FMLA\)](#) leaves.

The employee or supervisor is responsible for reporting any [Leave of Absence](#) (other than scheduled vacation time off) for **four (4) or more consecutive days including but not limited to an overnight stay in a hospital** to the **Human Resources (HR) Benefits Administration** on a on a timely basis. For detail information, please visit our [FIU-HR website](#).

### Employee Responsibilities:

1. Complete the Online Leave of Absence (LOA) Request form available at:  
[PantherSoft my.fiu.edu >Employee Self Serve >Employee Resources>Employee Form>Benefits Form>Leave of Absence Request Form](#)
2. After the LOA form is completed by the employee or supervisor, an acknowledgement email will be sent to the employee's department.
  - **Faculty:** Acknowledgement email will be sent to Supervisor, HR Liaison and Academic Affairs.
  - **Administrative & Staff:** Acknowledgement email will be sent to Supervisor, and HR Liaison.
3. Upon receipt of the LOA request form, a Notice of Eligibility for FMLA will be sent from Benefits Administration.
4. An employee who is requesting for leave, needs to provide **required medical certification** within **15 calendar days** from the date when the Notice of Eligibility is sent.

#### Please ensure the documentation is sent to Benefits Administration via:

- **Upload:** PantherSoft my.fiu.edu > Employee Resources > Employee Forms> Benefits Forms > Self Service Upload / [DHR Benefits Imports Portal \(fiu.edu\)](#) or,
  - **E-mail:** [hrleaves@fiu.edu](mailto:hrleaves@fiu.edu) or,
  - **Fax:** 305-348-3884
5. Once the required documents are received, a **final designation** letter is issued to employee and copied to supervisor and HR Liaison.

### Supervisor/Department/ HR Liaison Responsibilities:

1. If the employee is unable to submit the LOA form, the supervisor is responsible for submitting the form on behalf of the employee.
2. All medical documentation is confidential and must be sent to the HR Leaves office; **it must not be kept by the department.**

### Timecard Entry (PantherSoft):

1. The **employee or department must enter leave hours** in the employee's timecard until the HR Leaves office has finalized and formally designated the leave in writing (email notification).
2. Once the leave has been formally designated, HR Leaves will commence entering leave hours in the employee's timecard. The exception is for employees on "Intermittent" leave and on a "Reduced Work Schedule" where employees enter their own time.
3. **The department** will still be responsible for approving any leave time entered by HR Leaves in the employee's timecard.

**IMPORTANT:** *If an employee is out on a leave of absence, **whose accruals of sick/vacation leave at the time of the leave is insufficient to cover the absence**, in addition to the submittal of the LOA form to HR Leaves, an urgent email notification should be directed to Benefits Administration at [hrleaves@fiu.edu](mailto:hrleaves@fiu.edu), for both staff and faculty.*

### Return to Work:

1. An employee out on a medical leave for more than three (3) full consecutive days due to their own condition, is required to provide a **medical release/clearance** (no more than **15 days** prior to returning to work.)
2. If the employee does not provide this medical release, the employee is **not permitted** to return to work until clearance is provided.