

# Time Away and Paydays

## Time Away

Learn more about how various types of leave are earned, credited, and granted

- TEAMS accrue sick and vacation
- 9 month faculty accrue sick leave
- 12 month faculty accrue sick and vacation.



## Time Away for Post Docs

- Post Doc Leave may be used for vacation, sickness, or injury. The accrual rate is 5 hours bi-weekly, and is pro-rated based on FTE (full-time equivalent). The maximum accrual is 352 hours.
- Post Doc Associates should coordinate and request leave through their supervisor. Post Doc Leave has no cash value and is not transferrable to other positions at UF.
- Additional information regarding Post Doc Leave Benefits can be found on the UF Regulations website.
- Post Doc Leave is not available to Adjunct Clinical Post Doc Associates.

## **December Personal Leave (DPL)**

- **All TEAMS employees, 12-month Academic Personnel and postdoctoral associates** are credited with four personal leave days (December 26 to 31) to be used during the holiday closing period. The system will not require approval for the personal leave days (DPL-270 time-reporting code) for exempt employees whose hours were automatically loaded and who are not working.

## Schedule of Paydays and Critical Dates

### Time Reporting: The basics of reporting your time at UF



Entering & Adjusting Time and Leave: Salaried TEAMS & Faculty (Exempt)	<a href="#">Simulation</a>	<a href="#">PDF</a>
Entering & Adjusting Time and Leave: Hourly TEAMS & USPS (Non-Exempt)	<a href="#">Simulation</a>	<a href="#">PDF</a>
Entering & Adjusting Time: Hourly OPS (Non-Exempt)	<a href="#">Simulation</a>	<a href="#">PDF</a>
Personal Leave Days		<a href="#">PDF</a>
Reporting December Leave Cash-Out		<a href="#">PDF</a>
Time Reporting Codes		<a href="#">PDF</a>
View Payable Time Summary	<a href="#">Simulation</a>	<a href="#">PDF</a>
View Paycheck and Leave Balances	<a href="#">Simulation</a>	<a href="#">PDF</a>