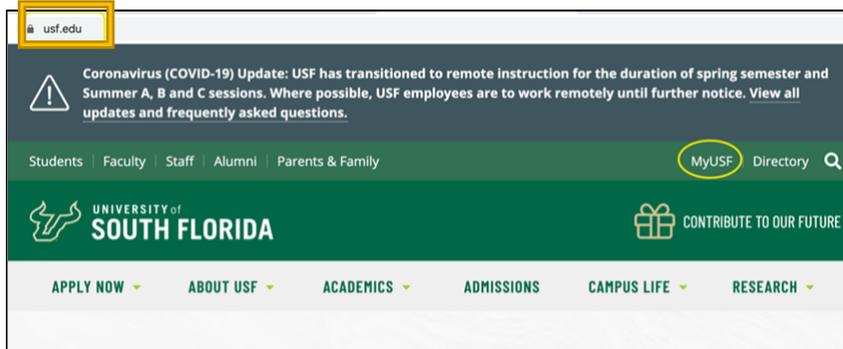


How To Guide:

Completing the COVID19 Emergency FMLA Leave Form



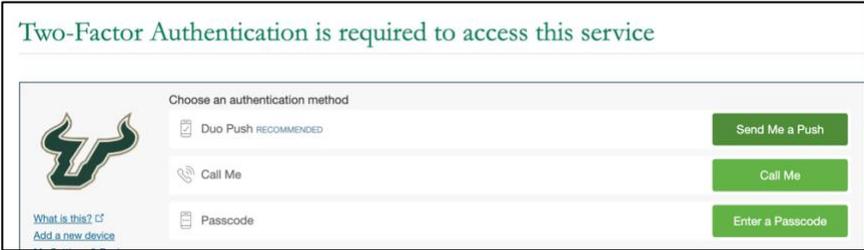
1. Go to USF website at usf.edu.
2. Click on [MyUSF](#).



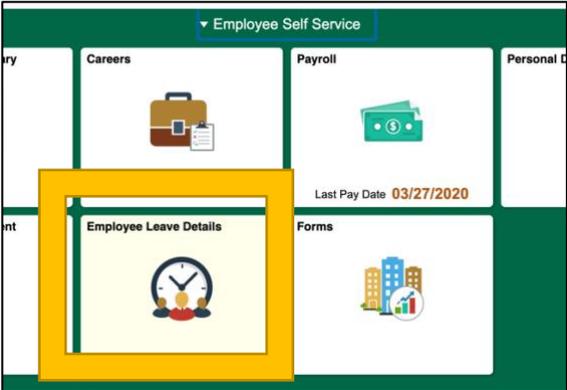
3. Type in your NetID & Password
REMINDER: Your NetID is your email address minus the “@usf.edu”
You can also find your email/NetID through the [USF Directory](#).
Lastly, employees can contact IT @ 813-794-1222.
4. Click Sign In



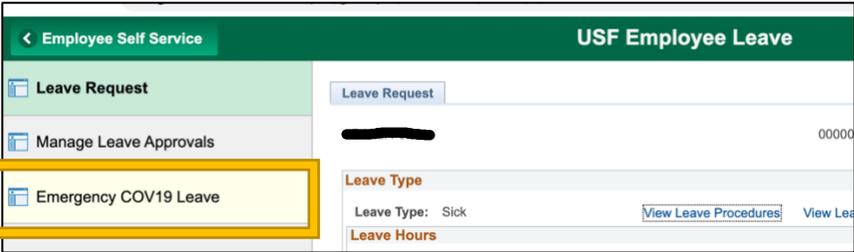
5. Locate the drop-down menu by hovering your arrow over **BUSINESS SYSTEMS**.
6. Click on **GEMS**.



7. Choose your preferred method, Duo Push, Call Me, or Passcode to gain access to GEMS.



8. Double click on the Employee Leave Details box.



9. To the top-left of the screen, click on Emergency COV19 Leave box.



10. You have a choice. Click one: Emergency FMLA Leave Request or Emergency Paid Sick Leave Request. For this demonstration, it will be assumed the employee chose Emergency FMLA Leave Request.

11. When you begin completing the form, first, choose how you would prefer receiving correspondence concerning your Leave Request – Email or Postal/Letter.

- 12. Since you are in GEMS, your name and employee info will auto-populate. Go on to complete your email address and home address.
- 13. Then, click to check the reason for your request
- 14. And, click to check that you confirm the statement, "I am unable to work or telework and I am caring..."

15. The next section of the form allows you to choose whether you are requesting Continuous or Intermittent Leave.

I am seeking:
 Continuous

Anticipated start date: End date or anticipated end date:

Intermittent Leave

List Dates Here:

During the first 10-days, I am electing to use:
 Available USF leave OR Emergency Paid Sick leave OR Unpaid leave

Paid Leave under this Emergency Paid FMLA leave is capped at 2/3 of the employee's rate of pay and usual hours worked up to \$200.00 per day or \$10,000.00 total.** Part-time employees will be prorated based on the number of hours worked for the previous six months.

While on Paid FMLA Leave:
 I WILL supplement my pay with Accrued leave up to 100% of my regular pay and hours.
 I will NOT supplement my pay with Accrued leave.

16. If you click on Continuous you must include a start and end date. Clicking on the little icon next to the empty date boxes opens up a calendar. You can hover and click on the date of your choosing.

I am seeking:
 Continuous
 Intermittent Leave

Start date or anticipated start date: End date or anticipated end date:

List Dates Here: April 1, 2020; April 5, 2020; April 9, 2020; April 10, 2020; May 1, 2020

17. If you click on Intermittent Leave you must provide all the dates you are requesting in the box provided.

During the first 10-days, I am electing to use:
 Available USF leave OR Emergency Paid Sick leave OR Unpaid leave

18. Next, you must select ONE of the choices provided: Available USF, Emergency Paid Sick, or Unpaid leave.

Paid Leave under this Emergency Paid FMLA leave is capped at 2/3 of the employee's rate of pay and usual hours worked up to \$200.00 per day or \$10,000.00 total.** Part-time employees will be prorated based on the number of hours worked for the previous six months.

While on Paid FMLA Leave:
 I WILL supplement my pay with Accrued leave up to 100% of my regular pay and hours.
 I will NOT supplement my pay with Accrued leave.

19. Then, you must choose whether you will supplement the 2/3rd pay with your own Accrued leave or you will not supplement your pay to equal your typical "full" paycheck amount.

I understand by submitting a request for Emergency FMLA-designated leave I agree that:

- If approved, the leave will count towards my 12 weeks/480 hours of entitlement. FMLA leave is tracked on a rolling 12-month period measured backward. Faculty covered under USF's United Faculty of Florida (UFF) Collective Bargaining Agreement (CBA) will be tracked on a fiscal year basis.
- I understand that the initial 10-days of my Emergency FMLA leave is unpaid and that I have the option of using my Available USF accrued leave or Emergency Paid Sick leave during this period.
- If I have elected to use Paid Sick Leave under provisions of HR 6201, I understand that I am eligible for up to a maximum of 80 hours unless provisions under the law are changed.
- If I have elected to supplement my pay over the Emergency FMLA leave cap, as elected above, I understand that my Available USF leave will be paid from balances in the following order: **Special or Overtime Compensatory Leave, Sick Leave, Annual Leave.**
- If the anticipated end date of my leave changes, it is my responsibility to communicate with my supervisor and Human Resources to request approval of the change.
- If I have elected to take the initial 10-day period unpaid, I am responsible for continuing payment of my employee share of insurance premiums before the paid leave begins.
- Should HR not receive my completed documentation, and I remain absent from employment with USF, I understand that I may be subject to termination from my position, consistent with USF's policies and regulations regarding attendance and unexcused absences.

Please check to accept/agree

Click to submit this request

Add New Request

20. You are asked to acknowledge your understanding and agreement of the statements listed by clicking the box that states, "Please check to accept/agree."
21. Finally, once you check the box you may click to submit your request for leave.

Please contact the following for any questions once submitted:

Tampa Campus	Division of Human Resources	Email: FMLA@usf.edu
St. Pete Campus	Human Resources Office	Email: usfsp-FMLA@usf.edu
Sarasota Campus	Human Resources Office	Email: lnixon2@usf.edu