

Time Away and Paydays

Schedule of Paydays and Critical Dates



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.

Time Reporting: The basics of reporting your time at UF

Entering & Adjusting Time and Leave: Salaried TEAMS & Faculty (Exempt)	PDF
Entering & Adjusting Time and Leave: Hourly TEAMS & USPS (Non-Exempt)	PDF
Entering & Adjusting Time: Hourly OPS (Non-Exempt)	PDF
Personal Leave Days	PDF
Reporting December Leave Cash-Out	PDF
Time Reporting Codes	PDF
View Payable Time Summary	PDF
View Leave Balances	PDF
View Paycheck	PDF