
**Department and Campus Human Resources Checklist:
University Family Medical Leave (UFML) for the Care of a Registered Same-Sex Domestic Partner**

<https://hr.uillinois.edu/PolicyCompliance/Leave/UFMLLeave.cfm>

The following procedures apply to the University Family Medical Leave program, which should be granted only for an employee to care for his/her registered same-sex domestic partner. Employees within a registered same-sex domestic partnership, who wish to take family medical leave for any other reason, will complete the application for Federal FMLA leave.

In general, UFML leave provisions should be treated the same as federal FMLA. In processing University Family Medical Leave for the care of a registered same-sex domestic partner, the same FMLA procedures should be followed with a few changes/additions, as indicated below.

Application and Approval Process

- Receive the completed *UFML Application* and associated *Medical Certification* or *Certification of Qualifying Exigency for Military Family Leave* whichever is applicable, from the employee.
- Confirm with the Benefits Service Center that the employee has submitted the University Affidavit of Domestic Partnership to their office.
- Verify eligibility on BANNER through PEAEMPL (years of service) and NHIEDST (hours of service) and through PEAFMLA to determine if there has been another FMLA or UFML leave within the last 12-month period.
- Review the FMLA/VESSA/UFML Usage Reports to determine the number of hours remaining for that 12-month period. If the employee has already used his/her entitlement, or will surpass this amount with the newly requested leave, it is important to note the increments of UFML or FMLA leave that have been used within the last 12 months. Consult with campus Human Resources for verification before denying any UFML leave.
- Provide a letter to the employee indicating approval (see UFML Sample Approval Letter, which can be found at <http://nessie.uihr.uillinois.edu/pdf/leave/UFMLApprovalLetter.rtf>). Designate paid and unpaid leave as follows.
This leave should not be designated as FMLA leave.
 - o Paid leave = sick, vacation, or floating holidays
 - o Unpaid leave = personal leave
- Send copy of UFML approval letter to the designated campus leave contact, if required on your campus.

BANNER Process

- Complete the PEAFMLA form at the beginning and end of leave, selecting reason code "DP".
- For partial-paid or unpaid UFML leave, complete the PZAELOA form, indicating reason code "DP". (Must be completed for each job from which the employee is taking leave with partial or no pay.)
- Use the following earnings codes to support paid and unpaid UFML leave:
 - o Paid leave = sick, vacation, or floating holidays
 - o Unpaid leave = personal leave
- Process the partial-paid or unpaid leave through the HR Front End. A Special Leave form may also be required to process the unpaid leave.
- Complete Usage Report, found online at http://nessie.uihr.uillinois.edu/pdf/leave/FMLA-VESSA_Usage_rpt.xls. It is important that you select the appropriate tab to utilize the correct UFML Usage Report (i.e. the 'UFML Usage Report' tab to indicate leave for a serious health condition of or qualifying exigency for a registered, same-sex domestic partner, and the 'UFML Servicemember Usage Report' tab for a covered servicemember leave for a registered same-sex domestic partner).
- At the end of the leave period or when the leave has been exhausted, return completed Usage Report to the designated campus contact.

Please contact campus/central Human Resources for assistance in processing this leave.