

**UNIVERSITY OF SOUTH FLORIDA
PHASED RETIREE LEAVE RECORD**

EMPLOYEE ID# _____ NAME _____ TITLE _____ DIVISION/COLLEGE _____
 DEPARTMENT _____ PERIOD OF RE-EMPLOYMENT OBLIGATION _____ thru _____ month/day/year _____ month/day/year % EMPLOYED _____
 PRE-RETIREMENT APPOINTMENT (check one): _____ 9 month _____ 12 month

YEAR ONE			YEAR TWO			YEAR THREE			YEAR FOUR			YEAR FIVE		
Period of Employment: _____ to _____			Period of Employment: _____ to _____			Period of Employment: _____ to _____			Period of Employment: _____ to _____			Period of Employment: _____ to _____		
SICK LEAVE			SICK LEAVE			SICK LEAVE			SICK LEAVE			SICK LEAVE		
Beginning Balance _____			Beginning Balance _____			Beginning Balance _____			Beginning Balance _____			Beginning Balance _____		
Used	Date/Initial	Bal.	Used	Date/Initial	Bal.	Used	Date/Initial	Bal.	Used	Date/Initial	Bal.	Used	Date/Initial	Bal.
PERSONAL LEAVE			PERSONAL LEAVE			PERSONAL LEAVE			PERSONAL LEAVE			PERSONAL LEAVE		
Beginning Balance _____			Beginning Balance _____			Beginning Balance _____			Beginning Balance _____			Beginning Balance _____		
Used	Date/Initial	Bal.	Used	Date/Initial	Bal.	Used	Date/Initial	Bal.	Used	Date/Initial	Bal.	Used	Date/Initial	Bal.
Signature of Employee			Signature of Employee			Signature of Employee			Signature of Employee			Signature of Employee		
Signature of Accountable Officer			Signature of Accountable Officer			Signature of Accountable Officer			Signature of Accountable Officer			Signature of Accountable Officer		

SICK LEAVE
 All Phased Retirees will be credited with 40 hours of sick leave at the beginning of each full-time semester appointment. For less than full-time semester appointments, the retiree will be credited with a prorated amount. It is to be used in increments of not less than four hours when the participant is unable to perform assigned duties as a result of an illness or injury to the participant or the participant's immediate family. Any sick leave not used during the reemployment period carries forward to the following reemployment period. Any balance of sick leave remaining at the end of the Phased Retiree Program contract is forfeited.

PERSONAL LEAVE
 Only Phased Retirees who were formerly appointed to a 12-month contract whose assignment during the period of reemployment is the same or similar to that during the 12-month appointment is to be credited with 40 hours of leave with pay at the beginning of each full-time semester appointment for personal reasons unrelated to disability. For less than full-time semester appointments, the retiree will be credited with a prorated amount. Such leave may be used in increments of not less than four hours. If the leave is not used during the reemployment period, it is forfeited and cannot be carried forward to the next reemployment period. Any balance of personal leave remaining at the end of the Phased Retiree Program is forfeited.