



# I ♥ MY PANTHER BENEFITS

Phone: (305) 348-2181 • Email: [benefits@fiu.edu](mailto:benefits@fiu.edu) • Website: [hr.fiu.edu/benefits](http://hr.fiu.edu/benefits)

## Benefits Updates | September 15, 2025

### Address Review Reminder

FIU employees are encouraged to stay on top of their State-Sponsored Benefits by keeping their contact information on record up to date in the [PantherSoft System](#). While updating their mailing address, employees should also verify their home address, phone number, and notification email address and update as needed. In addition, employees are strongly encouraged to have at least one additional contact method such as a personal email address in their PantherSoft profile.

For assistance with password resets or login issues in PantherSoft, please contact the Division of Information Technology at 305-348-2284.

### Emergency Contact Update

All Panthers are encouraged to review and update their emergency contact details in the [PantherSoft Employee-Self Service System](#), as maintaining current emergency contact information is essential. Panthers, please take this opportunity to ensure emergency contact information is up to date.

For guidance on updating emergency contact details, please visit: [www.go.fiu.edu/emergencycontact](http://www.go.fiu.edu/emergencycontact).

### Reminder Regarding Medical Leaves

The Human Resources Benefits Leaves office is responsible for any type of **medical leave**, that is a leave of absence of four (4) or more consecutive days due to an employee's own medical condition or the employee's family member's medical condition. In addition to medical leaves, the HR Leaves office also handles Military Leave, Parental Leave, and Leave Without Pay.

Please note that leave of absence due to any medical reason lasting four (4) or more consecutive days will be handled in the same manner as FMLA medical leave.

To initiate a [leave request](#), employees must complete the **Leave of Absence** online form available through PantherSoft at [my.fiu.edu](http://my.fiu.edu). Navigate to *Employee Resources* → *Employee Forms* → *Benefits Forms* → *Leave of Absence Request Form*.

For details on **FIU's Leave of Absence** Options and the leave request process, please visit [hr.fiu.edu/employees-affiliates/life-events/#leave-absence](http://hr.fiu.edu/employees-affiliates/life-events/#leave-absence). For any further questions regarding leaves, please contact the dedicated Human Resources Leaves department at [hrleaves@fiu.edu](mailto:hrleaves@fiu.edu).

**Questions? Contact Benefits Administration at [benefits@fiu.edu](mailto:benefits@fiu.edu).**