



I ♥ MY PANTHER BENEFITS

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

Benefits Updates | March 30, 2026

Address Review Reminder

Stay on top of your State-Sponsored Benefits by keeping your contact information on record up to date in our [PantherSoft System](#). While updating your mailing address, verify your home address, phone number, and notification email address and update as needed.

If you have experienced any changes, please promptly update your information on file. As a reminder, an address change may trigger a [Qualifying Status Change \(QSC\) Event](#). For assistance with enrollment or benefit plan changes, call the **People First Service Center at 866-663-4735**, Monday through Friday, 8 a.m. to 6 p.m. ET.

Emergency Contact Update

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

For guidance on updating your emergency contact details, please visit: www.go.fiu.edu/emergencycontact.

Reminder Regarding the Use of Sick Leave Accruals

Employees who use sick leave **for four (4) or more consecutive workdays** due to their own medical condition or the medical condition of an immediate family member, including but not limited to an overnight hospital stay, must contact the HR Leaves Office at hrleaves@fiu.edu for further guidance regarding [leave eligibility](#) and the [Leave of Absence process](#).

Return to Work Requirements:

1. An employee who is out on medical leave for **four (4) or more full consecutive days** due to their own medical condition is required to provide a [medical release/clearance](#) from a healthcare provider. The clearance must be dated no more than 15 days prior to the employee's return to work.
2. If the required medical clearance is **not provided**, the employee **will not be permitted to return to work** until the clearance documentation is received.

For additional information and resources, please review the [Leave of Absence Process](#) and review the [Leave of Absence](#) section on our website.

Questions? Contact Benefits Administration at benefits@fiu.edu.