Instructions for Departmental A&L Coordinators  
2018 Sick Leave Pool (SLP) Open Enrollment

- Review the Division of Human Resources (DHR) Sick Leave Pool Procedures to confirm that eligibility requirements are met.

- Notify your department that open enrollment for the SLP will take place from April 1 through April 30.

- The one-year eligibility date is determined by April 1, 2017. The employee would have to be hired on or before that date.

- An employee appointed full-time applying for enrollment into the SLP must have a minimum sick leave balance of 72 hours as of March 22, 2018. For part-time appointment, calculate FTE x 72 hours.

- The required contribution amount is identified by multiplying the employee’s FTE by 8 hours. For example: .50 FTE x 8 hours = 4 hours required contribution.

**Application Process**

- To process the SLP Membership Application the employee must complete the “Applicant” section of the SLP Membership Application and digitally sign the document and email to the supervisor. If assistance is required see your departmental A&L coordinator.

- The supervisor reviews the application and digitally signs before forwarding to the Departmental A&L coordinator by Monday, April 30. Adobe Acrobat Pro is required to sign the application. Contact IT Help@usf.edu for assistance.

- The Departmental A&L Coordinator reviews the application and digitally signs before forwarding to the USF Sick Leave Pool Administrator by Tuesday, May 1. No applications will be accepted after this date. Adobe Acrobat Pro is required. Contact IT Help@usf.edu for assistance.

The SLP Membership Application is located on the Division of Human Resources (DHR), SLP webpage.

**Important Dates**

- The required contribution of 8 sick leave hours (pro-rated for part-time) from each new member will be deducted in ALT on May 17. DHR will run an automated process to deduct sick leave hours. Departmental A&L coordinators should not make any entries in ALT.

- DHR will be delivering a workshop to obtain knowledge of the process of SLP open enrollment. **Attendance is mandatory for all new Departmental A&L Leave Coordinators and those leave coordinators who have not previously attended a workshop.**
Division of Human Resources
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- Workshops are scheduled for March 27th from 9:00 AM to 10:30 AM and March 28th from 1:30 PM to 3:00 PM in SVC 2070. Refer to the Learning and Talent Development website on how to register for training. The course code for registration is SLPOE and the course name is SLP Open En. For Sarasota and St. Pete campuses, please contact you HR representatives on times and dates.

Notes for Open Enrollment

- Incomplete applications will not be accepted.

- While the applicant’s supervisor cannot disapprove an employee’s membership in the pool, the Departmental A&L Coordinator must obtain the supervisor’s signature on the SLP membership application to verify that the employee’s information provided is accurate.

- Effective date of membership for new applicants will be June 1, 2018. Members may not request use of SLP hours until 180 days from date of membership.

- If you have any further questions, please contact Beverly Jerry, HR Consultant, at bjerry@usf.edu or (813) 974-5717.