2018 Sick Leave Pool Open Enrollment

The Sick Leave Pool (SLP) provides eligible employees the opportunity to become a member so that they may be paid for time off from work due to their own personal serious illness.

Sick Leave Pool open enrollment is April 1 through April 30.

**Eligibility for Participation:**

To be eligible for membership, applicants must meet the following:

- Employed with USF for at least one continuous year as of April 1, 2018.
- Have a minimum sick leave balance of 72 hours if appointed full-time (pro-rated if part-time) by the last pay period ending in March (PPE 3/22/18).
- Staff employees must have a performance rating of “Achieves” or higher.
- Faculty or Administration employees must not have received a notice of non-reappointment.
- New members are required to contribute 8 hours of their sick leave (pro-rated for part-time).

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

**Application for Membership:**

- Complete the “Applicant” section of the SLP Membership Application and digitally sign the document and email to your supervisor. If assistance is required see your Departmental A&L Coordinator.

- 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.

- Departmental A&L Coordinator reviews the application and digitally signs before forwarding to the USF Sick Leave Pool Administrator. Adobe Acrobat Pro is required to sign the application.

To find your Departmental A&L Coordinator, see: Departmental Attendance & Leave Roster

**Important Dates:**

After being enrolled into the SLP, the required contribution of 8 sick leave hours (pro-rated for part-time) will be deducted from your balance on May 17, 2018.

Newly enrolled members will have a June 1, 2018 effective date of membership.

**Additional Information:**

For information on pro-rating hours for part-time employees or for more information about the SLP, Refer to the Sick Leave Pool Procedures Section IX titled “Pro-rating Hours for Part-Time Employees.”
If you have questions, please contact your Departmental A&L Coordinator.

Note: If you are already a member of the SLP, you do not need to rejoin. If you are not a member and meet the eligibility requirements, we encourage you to consider joining.