

Instructions for Departmental A&L Coordinators 2019 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, 2019 through April 30, 2019.
- An eligible employee must have completed one-year of continuous service and hired on or before April 1, 2018.
- Any full-time employee applying for enrollment into the SLP must have a minimum sick leave balance of 72 hours as of pay period ending March 21, 2019. 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 Tuesday, April 30, 2019. Adobe Acrobat Reader 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 SLP Administrator by Wednesday, May 1, 2019. No applications will be accepted after this date. Adobe Acrobat Reader is required. Contact IT Help@usf.edu for assistance.

The [SLP Membership Application](#) is located on the 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 16, 2019. If hours are not available in ALT, membership will be denied. 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 offering workshops to assist in the SLP open enrollment process. **Attendance is mandatory for all new Departmental A&L Coordinators and those Departmental A&L Coordinators who have not previously attended a workshop.**



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- Workshops are scheduled for the following dates and locations:
 - March 18, 2019 from 9:00 AM to 10:30 AM – SVC 2070
 - March 18, 2019 from 1:30 PM to 3:00 PM – SVC 2070
 - March 25, 2019 from 1:30 PM to 3:00 PM – SVC 5012
 - March 26, 2019 from 9:00 AM to 10:30 AM – SVC 2070

Refer to the [Learning and Talent Development](#) website on how to register for the workshops. The course code for registration is **SLPOE** and the course name is **SLP Open En**. For Sarasota and St. Pete campuses, please contact your HR representatives for times and dates.

Notes for Open Enrollment

- Incomplete applications will not be accepted. **All applications must be processed with digital signatures and electronically forwarded back to the USF SLP Administrator at Leaveadmin@usf.edu. No paper applications will 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, 2019. Members are not eligible to use SLP hours for 180 days following the start of membership.
- If you have any questions regarding open enrollment, please direct all questions via email to Leaveadmin@usf.edu or (813) 974-5717.