

2019 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, 2019 through April 30, 2019.

Eligibility for Participation:

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

- Completed one year of continuous service and hired on or before April 1, 2018.
- Have a minimum sick leave balance of 72 hours if appointed full-time (pro-rated if part-time) by pay period ending March 21, 2019.
- 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 Tuesday, April 30, 2019. Adobe Acrobat Reader 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 Reader 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 16, 2019.

Newly enrolled members will have a June 1, 2019 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.”



Division of Human Resources
2019 Sick Leave Pool Open Enrollment

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.