

Instructions for Departmental A&L Coordinators 2022 Sick Leave Pool (SLP) Open Enrollment

- Review the Central Human Resources (CHR) [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, 2022 through April 30, 2022.
- An eligible employee must have completed one-year of continuous service and hired on or before April 1, 2021.
- 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 31, 2022. 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

- Complete the "Applicant" section of the [SLP Membership Application](#). Select accept/agree on the document and email to your supervisor.
- Supervisor reviews the application and acknowledges employee's information is accurate before forwarding to the Departmental A&L Coordinator by Friday, April 29, 2022.
- Departmental A&L Coordinator reviews the application and verifies eligibility before forwarding to the USF Sick Leave Pool Administrator by Monday, May 2, 2022. No applications will be accepted after this date.

The [SLP Membership Application](#) is located on the CHR, 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 12, 2022. If hours are not available in ALT, membership will be denied. CHR will run an automated process to deduct sick leave hours. Departmental A&L Coordinators should not make any entries in ALT.
- CHR 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.**
- Workshops are scheduled for the following dates and locations:

Central Human Resources
Departmental A&L Coordinator
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- March 21, 2022 from 1:00 PM to 2:30 PM – TEAMS
- March 24, 2022 from 9:00 AM to 10:30 AM – TEAMS
- March 28, 2022 from 9:00 AM to 10:30 AM – TEAMS
- March 29, 2022 from 1:00 PM to 2:30 PM – TEAMS

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 complete and 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 ensure the supervisor has verified that the employee's information provided is accurate on the SLP membership application.
- Effective date of membership for new applicants will be June 1, 2022. 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.