

## **Instructions for 2017 Sick Leave Pool Open Enrollment**

- Notify your department that open enrollment for the SLP will take place from April 1 through April 30.
- The Membership Application is located on the SLP webpage: <http://usfweb2.usf.edu/human-resources/benefits/slp.asp>
- An employee applying for enrollment into the SLP must have a minimum sick leave balance of 72 hours as of April 6, 2017, to be eligible for membership.
- Applicants must submit the Membership Application form to their Departmental Leave Coordinator by Friday, April 28.
- Departmental Leave Coordinators must complete the required section of each applicant's membership application form and then submit the forms to Human Resources, Attn: Beverly Jerry, SVC 2172, by Monday, May 1. No applications will be accepted after that date.
- The required contribution of 8 sick leave hours (pro-rated for part-time) from each new member will be deducted in ALT on May 18. HR will run an automated process to deduct sick leave hours. Departmental leave coordinators should not make any entries in ALT.

### **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 Leave Coordinator must obtain the supervisor's signature on the membership application to verify that the employee's information provided is accurate.
- Effective date of membership for new applicants will be June 1, 2017. (Members may not request use of SLP hours until 180 days from date of membership.)
- Each new member is required to contribute 8 hours of sick leave (pro-rated for part-time) upon admittance into SLP.
- The pro-rated required contribution amount is found by multiplying the employee's FTE by 8 hours. Example: .50 FTE x 8 hours = 4 hours required contribution.
- If you have any further questions, please contact Beverly Jerry, A&L Administrator, at [bjerry@usf.edu](mailto:bjerry@usf.edu) or (813) 974-5717.