

2016 Sick Leave Pool Open Enrollment Notice

The 2016 USF Sick Leave Pool open enrollment is being held April 1 through April 30, 2016.

To Apply for Sick Leave Pool (SLP) Membership:

1. Read through the Sick Leave Pool Procedure and confirm that eligibility requirements are met.
2. Complete the "Applicant" section of the Membership Application.
3. Submit your application to your Departmental Leave Coordinator by **Friday, April 30**. (To find your coordinator, see: [Departmental Attendance & Leave Roster](#))

Important Dates:

Employees applying for membership must have a minimum sick leave balance of 72 hours by April 7 to be eligible for membership.

After being admitted to the SLP, the required contribution of 8 sick leave hours (pro-rated for part-time) will be deducted from your balance on May 19, 2016.

Newly enrolled members will have a June 1, 2016 effective date of membership.

Additional Information:

For information on pro-rating hours for part-time employees or for more information about the SLP, please see the Sick Leave Pool Procedure section IX titled "Pro-rating Hours for Part-Time Employees."

If you have questions, please contact your Departmental Leave 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.