

## Instructions for Departmental A&L Coordinators 2023 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, 2023 through April 30, 2023.
- An eligible employee must have completed one-year of continuous service and hired on or before April 1, 2022.
- 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 30, 2023. 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**

- Employee will complete the [SLP Membership Application](#). The application will automatically be routed to the Supervisor, Departmental A&L Coordinator, and SLP Administrator.
- Supervisor reviews the application and acknowledges employee's information is accurate.
- Departmental A&L Coordinator reviews the application and verifies eligibility.
- USF Sick Leave Pool Administrator will approve or deny the application and inform the applicant by May 31, 2023.

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 11, 2023. 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 a workshop 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.
- The workshop will be held virtually March 13, 2023 from 9:00am to 10:30am, which will be recorded and posted on CHR's SLP webpage.

Central Human Resources  
**Departmental A&L Coordinator**  
**Instructions for 2023 Sick Leave Pool**  
**Open Enrollment**

Refer to the Employee Self Service in [GEMS](#) to register for the workshop. The course number for registration is **SLPOE** and the course name is **SLP Open En**. If you have questions regarding registering for the workshop, please direct all questions via email to [training@usf.edu](mailto:training@usf.edu)

If you are completing the recorded version of the workshop, please provide [Leaveadmin@usf.edu](mailto:Leaveadmin@usf.edu) with your name and the date you took the class to receive credit.

### **Notes for Open Enrollment**

- **No paper applications will be accepted** and the link for the SLP membership application will not go live until April 1, 2023.
- 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, 2023. 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](mailto:Leaveadmin@usf.edu).