



USPS Sick Leave Pool Open Enrollment Application

The USPS Sick Leave Pool will have open enrollment periods in March and September. To join the sick leave pool, you must have been employed continuously by the University of Central Florida for more than one year, and must have a balance of at least 64 hours of unused sick leave. Part-time employees must have a proportionate amount based on their FTE. The donated hours will be deducted on the first pay period following the end of the open enrollment period. Return your completed application from to Human Resources no later than the last workday in March or September. If you have any questions, please call the Leave of Absence & Workers Compensation section at 407-823-2771.

Name: _____ EmplID: _____

Department: _____ Work Phone: _____

Email address: _____

UCF Date of Hire: _____ Full-time ___ Part-time _____

I, hereby, authorize the transfer of 16 hours of sick leave or a proportionate amount based on my FTE from my sick account to the Sick Leave Pool. I understand that employees who are not members of the sick leave pool at the time of a qualifying illness or injury shall not be eligible to utilize sick leave pool credits.

Applicant Signature: _____ Date: _____

Send to:
UCF Human Resources, Leave of Absence & Worker's Comp
12565 Research Parkway, Suite 360
Orlando, FL 32826-2912
FAX: 407-823-1095