



SICK LEAVE POOL REQUEST FORM

Instructions: Once completed and signed, this form must be submitted to HR Leave Administration with a completed UCF Medical Certification Form.

Name: First Middle Last

Position Title: Department:

Home Phone: Cell Phone: UCF ID:

Reason:

Estimated Return to Work Date:

AGREEMENT

I have attached a UCF Medical Certification Form signed by my Health Care Provider or one has been previously provided for my Leave of Absence. I understand that the medical information will be reviewed by the Sick Leave Pool Committee for the express purpose of determining my eligibility for Sick Leave Pool hours. I understand that my medical information is confidential, and my name is redacted from all documents for the review.

I understand that the number of hours a member can withdraw from the pool is determined by the UCF Regulation governing the pool for which I am a member.

If I am granted hours from the Sick Leave Pool, it is my understanding that I must return unused hours to the pool. I must notify HR Leave Administration of the hours I will be returning to the pool. I also understand that I must use all accrued Time Off before using Sick Leave Pool hours.

UCF Regulation 3.025 (UCF Sick Leave Pool)
https://regulations.ucf.edu/docs/chapter-03/1338/

Employee Signature:

Date:

The completed form and medical documentation should be emailed to LOAandWorkComp@ucf.edu or sent via confidential fax at (407) 882-9023.