

How can I verify that I am enrolled in the sick leave pool?

- For enrollment periods after 7/1/22, go to your profile page, choose the absence icon, then choose the absence requests tab in Workday. Search under the Type column for “Sick Pool Enrollment Donation”. If your 16 hour donation is showing, you have been in continuous employment status, and you have not used hours from the pool and been terminated from membership, then you remain a member of the pool.

The screenshot displays the Workday interface for managing absence requests. On the left, a navigation sidebar includes options for Summary, Job, Compensation, Pay, Absence, Contact, and Personal. The main content area is titled 'Absence Requests' and features two buttons: 'Add Absence' and 'Edit Absence'. Below these buttons, a table lists 'Time Off Requests' with 37 items. The table has columns for Date, Day of the Week, Type, Requested, and Unit of Time. The first row shows a request for 16 hours on 10/02/2023, categorized as 'Sick Pool Enrollment Donation'. Subsequent rows show 'Sick' requests for 8, 4, 8, 8, 8, 8, 8, and 2 hours on various dates.

| Time Off | Date | Day of the Week | Type | Requested | Unit of Time |
|----------|------------|-----------------|-------------------------------|-----------|--------------|
| Q | 10/02/2023 | Monday | Sick Pool Enrollment Donation | 16 | Hours |
| Q | 11/27/2023 | Monday | Sick | 8 | Hours |
| Q | 10/30/2023 | Monday | Sick | 4 | Hours |
| Q | 09/18/2023 | Monday | Sick | 8 | Hours |
| Q | 07/10/2023 | Monday | Sick | 8 | Hours |
| Q | 06/02/2023 | Friday | Sick | 8 | Hours |
| Q | 05/01/2023 | Monday | Sick | 8 | Hours |
| Q | 08/25/2022 | Thursday | Sick | 2 | Hours |

- For enrollment periods prior to 7/1/22 (pre-Workday), please contact LOAandWorkComp@ucf.edu with the question whether you are currently a member of a UCF Sick Pool. We will review the membership list and respond promptly.