



# Human Resources

UNIVERSITY OF CENTRAL FLORIDA

## Sick Leave Pool Open Enrollment Application

The Sick Leave Pools have open enrollment periods in each March and September. To join a sick leave pool, you must have been employed continuously by the University of Central Florida for more than one year. Also, you must have a balance of at least 64 hours of unused sick leave from which you must donate 16 hours upon your acceptance into a sick leave pool. Part-time employees must have a balance and make a donation of a proportionate amount based on the full time equivalency of their position. The donated hours will be deducted on the first pay period following the end of the open enrollment period.

Please return your completed application 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 or email [loaandworkcomp@ucf.edu](mailto:loaandworkcomp@ucf.edu).

Name: \_\_\_\_\_ Empl.ID: \_\_\_\_\_

College or Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Choose one: Faculty    A&P    USPS

Choose one: Full-time    Part-time

UCF Date of Hire: \_\_\_\_\_

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:

EMAIL: [loaandworkcomp@ucf.edu](mailto:loaandworkcomp@ucf.edu)

FAX: 407-882-9023

-or-

UCF Human Resources, Leave of Absence & Workers' Comp

3280 Progress Drive, Suite 100

Orlando, FL 32826

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